COUNTY COUNCIL OF BEAUFORT COUNTY

ADMINISTRATION BUILDING
BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX
100 RIBAUT ROAD
POST OFFICE DRAWER 1228
BEAUFORT, SOUTH CAROLINA 29901-1228
TELEPHONE: (843) 255-2000
FAX: (843) 255-9401
www.bcgov.net

D. PAUL SOMMERVILLE
CHAIRMAN

GERALD W. STEWART
VICE CHAIRMAN

COUNCIL MEMBERS

CYNTHIA M. BENSCH
RICK CAPORALE
GERALD DAWSON
BRIAN E. FLEWELLING
STEVEN G. FOBES
ALICE G. HOWARD
WILLIAM L. MCBRIDE
STEWART H. RODMAN
ROBERTS "TABOR" VAUX

GARY T. KUBIC
COUNTY ADMINISTRATOR

JOSHUA A. GRUBER
DEPUTY COUNTY ADMINISTRATOR
SPECIAL COUNSEL

THOMAS J. KEAVENY, II
COUNTY ATTORNEY

SUZANNE M. RAINEY
CLERK TO COUNCIL

AGENDA
PUBLIC FACILITIES COMMITTEE
Monday, August 15, 2016
4:00 p.m.
Executive Conference Room, Administration Building
Beaufort County Government Robert Smalls Complex
100 Ribaut Road, Beaufort

Committee Members:
- Gerald Dawson, Chairman
- Roberts "Tabor" Vaux, Vice Chairman
- Cynthia Bensch
- Rick Caporale
- Steve Fobes
- Alice Howard
- William McBride

Staff Support:
- Colin Kinton, Division Director
  Transportation Engineering
- Eric Larson, Division Director
  Environmental Engineering
- Robert McFee, Division Director
  Facilities and Construction Engineering

1. CALL TO ORDER – 4:00 P.M.

2. CONSIDERATION OF CONTRACT AWARD
   A. Human Services Building Brick Veneer Repair and Change Order Request with WTI (backup)

3. AN ORDINANCE AUTHORIZING THE EXECUTION AND DELIVERY OF UTILITY EASEMENTS ENCUMBERING PROPERTY OWNED BY BEAUFORT COUNTY (SCE&G REQUEST FOR THREE UTILITY EASEMENTS AT BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX) (backup)

4. ACCEPTANCE OF AN EASEMENT AGREEMENT FOR SEGMENT 7 (ROSEIDA ROAD TO CLARENDON ROAD) OF THE SPANISH MOSS TRAIL (TO SAFELY CONDUCT TRAIL USERS THROUGH U.S. HIGHWAY 21 AND LAUREL BAY ROAD (S-7-116) INTERSECTION) (backup)

5. DISCUSSION AND COMMITTEE VOTE / STORM DEBRIS REMOVAL AND DISPOSAL MEMORANDUM OF UNDERSTANDING WITH SCDOT (backup)

6. DISCUSSION AND COMMITTEE VOTE / AN ORDINANCE OF COUNTY OF BEAUFORT, SOUTH CAROLINA AMENDING CERTAIN SECTIONS UNDER BEAUFORT COUNTY CODE, CHAPTER 22, CIVIL EMERGENCIES, ARTICLE IV, DISASTER RECOVERY AND RECONSTRUCTION (backup)

7. DISCUSSION ONLY / DISASTER RECOVERY PLAN UPDATE (backup)

The County Channel

8. CONSIDERATION OF REAPPOINTMENTS AND APPOINTMENTS
   A. County Transportation Committee
   B. Solid Waste and Recycling Board

9. ADJOURNMENT

2016 Strategic Plan Committee Assignments
Solid Waste Curbside Pick Up / Recycling / Convenience Centers / Landfill
Ditch Maintenance and Drainage Policy
Detention Center Study
Windmill Harbour Entrance Solution
Bridge Replacement Plan (Hilton Head Island)
Daufuskie Island Public Improvements
County Facilities Condition Assessment Plan
Sidewalks / Biking in Rural Areas Plan and Funding

BEAUFORT COUNTY FACILITY MANAGEMENT
120 Shanklin Road
Beaufort, South Carolina 29906
Voice (843) 255-2748 Facsimile (843) 255-9448

TO: Councilman Gerald Dawson, Chairman, Public Facilities Committee

FROM: Mark Roseneau, Director of Facility Management

SUBJ: **HUMAN SERVICES BUILDING BRICK VENEER REPAIR AND CHANGE ORDER REQUEST WITH WTI**

DATE: August 9, 2016

BACKGROUND: The Human Services Building is experiencing water/moisture intrusion through the brick veneer on the north elevation of the building. The moisture is causing damage and failure of the interior insulation and to the gypsum wallboard. During periods of rain the north elevation of the building is not exposed to sunlight and is continually damp or wet. This condition or lack of drying after periods of rain over the years has caused the premature failure of the brick mortar. The repair involves the replacement of brick mortar in an area of approximately 3,300 s.f. The repointing will be followed by an application of concrete and brick sealant to prevent moisture intrusion.

Weatherproofing Technologies, Inc., (WTI) of Beachwood, Ohio is nearing completion of the $1.8 million re-roofing project for Beaufort County. In order to save time and money staff is requesting a change order to their current contract since they specialize in building weatherproofing/waterproofing projects and have provided a fair and reasonable price of $179,967 for the repair. The change order request is not over ten percent of the contract original award and is in line with our County Procurement Code.

FUNDING: 40090011-54420, 2014A General Obligation Bonds, Renovation Existing Buildings

ACTION: Public Facilities Committee Meeting on August 15, 2016.

RECOMMENDATION: That the Public Facilities Committee approve and recommend to County Council the change order to the current contract with WTI, in the amount of $179,967 for the repair of the Human Services building brick veneer.

CC: Gary Kubic, County Administrator
Josh Gruber, Deputy County Administrator
Alicia Holland, Chief Financial Officer
Robert McFee, Division Director for Construction Engineering and Facilities
Dave Thomas, Purchasing Director

ORDINANCE 2016 /

AN ORDINANCE AUTHORIZING THE EXECUTION AND DELIVERY OF UTILITY EASEMENTS ENCUMBERING PROPERTY OWNED BY BEAUFORT COUNTY

WHEREAS, Beaufort County owns real property located on Ribaut Road, which is more particularly known as R120-003-000-0097-0000, located at the Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort, South Carolina; and

WHEREAS, South Carolina Electric and Gas ("SCE&G") requests three (3) utility easements for Tract 64 from Beaufort County; and

WHEREAS, SCE&G seeks to place certain equipment underground at three (3) locations on the property identified as R120-003-000-0097-0000, which is part of the Boundary Street Redevelopment Project; and

WHEREAS, SCE&G has offered to pay $950.00 for 100 square feet, 5' x 20', located on the property identified as R120-003-000-0097-0000; and

WHEREAS, SCE&G has offered to pay $1,900.00 for 200 square feet, 10' x 20', located on the property identified as R120-003-000-0097-0000; and

WHEREAS, SCE&G has offered to pay $240.00 for 25 square feet, 5' x 5', located on the property identified as R120-003-000-0097-0000; and

WHEREAS, Beaufort County Council has determined that it is in its best interest to authorize the execution and delivery of the requested three (3) utility easements attached hereto and incorporated by reference as "Exhibit A" respectively; and

WHEREAS, S.C. Code Ann. § 4-9-130 requires that the transfer of any interest in real property owned by the County must be authorized by the adoption of an ordinance by Beaufort County Council.

NOW, THEREFORE, BE IT ORDAINED BY BEAUFORT COUNTY COUNCIL, that the County Administrator is hereby authorized to execute any and all documents necessary to execute the delivery of three (3) utility easements which is attached hereto as "Exhibit A".

ADOPTED THIS _____ DAY OF _____, 2016.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY:_____
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

_____
Thomas J. Keaveny, II, County Attorney

ATTEST:

_____
Suzanne M. Rainey, Clerk to Council

First Reading:
Second Reading:
Public Hearing:
Third and Final Reading:

Easement # 893869

INDENTURE, made this _____ day of _____, **2016** by and between **Beaufort County** of the County of **Beaufort** and State of South Carolina, hereinafter called "Grantor" (whether singular or plural), and the SOUTH CAROLINA ELECTRIC & GAS COMPANY, a South Carolina corporation, having its principal office in Cayce, South Carolina, hereinafter called "Grantee".

WITNESSETH:

That, in consideration of the sum of One Dollar ($1.00) received from Grantee, Grantor, being the owner of land situate in the County of **Beaufort,** State of South Carolina, hereby grants and conveys to Grantee, its successors and assigns, the right to construct, extend, replace, relocate, perpetually maintain and operate an underground electric line or lines consisting of any or all of the following: conductors, lightning protective wires, municipal, public or private communication lines, cables, conduits, pad mounted transformers, and other accessory apparatus and equipment deemed by Grantee to be necessary or desirable, upon, over, across, through and under land described as follows: a portion of a tract of land containing **4.45 acres,** more or less, and being the same lands conveyed to Grantor by deed of **School District #1 of the County of Beaufort**, dated or recorded **4/11/1985,** and filed in the Register of Deeds office for **Beaufort** County in **Deed Book 417 at Page 361.**

This property is located at the southwest corner of the intersection of Boundary Street and Ribaut Road, being bounded on the north by Boundary Street; on the east by Ribaut Road; on the south by Duke Street; and on the west by lands N/F of Sixteen Gate Cemetery, LLC, and Wetlands.

The easement is for the SCE&G facilities more fully shown on Exhibit "A" and "B", attached hereto and made a part of as reference only.

TMS: R120 003 000 0097 0000

Together with the right from time to time to install on said line such additional lines, apparatus and equipment as Grantee may deem necessary or desirable and the right to remove said line or any part thereof.

Together also with the right (but not the obligation) from time to time to trim underbrush, cut underbrush and other obstructions that are within, over, under or through a strip of land ("Easement Space") extending Five (5) feet on each side of any underground wires and within, over, under or through a section of land extending Twelve (12) feet from the door side(s) of any pad mounted transformers, elbow cabinets, switchgears or other devices as they are installed; provided, however, any damage to the property of Grantor (other than that caused by trimming, cutting or removing underbrush but not trees) caused by Grantee in maintaining or repairing said lines, shall be borne by Grantee; provided further, however, that Grantors agree for themselves, their successors and assigns, not to build or allow any structure to be placed on the premises in such a manner that any part thereof will exist within the applicable above specified Easement Space, and in case such structure is built, then Grantor, or such successors and assigns as may be in possession and control of the premises at the time, will promptly remove the same upon demand of Grantee herein. Grantor further agrees to maintain minimum ground coverage of thirty six (36) inches and maximum ground coverage of fifty four (54) inches over all underground primary electric lines. Together also with the right of entry upon said lands of Grantor for all of the purposes aforesaid.

The words "Grantor" and "Grantee" shall include their heirs, executors, administrators, successors and assigns, as the case may be.

IN WITNESS WHEREOF, Grantor has caused this indenture to be duly executed the day and year first above written.

WITNESS:

Beaufort County

_____ **By:** _____ (SEAL)

1st Witness

Print: _____

_____

2nd Witness

Title: _____

Easement # 893869

ACKNOWLEDGMENT

STATE OF SOUTH CAROLINA)
)
COUNTY OF **Beaufort**)

The foregoing instrument was acknowledged before me, the undersigned Notary, and I do hereby certify that the within named_____,
As_____ of **Beaufort County**, personally appeared before me this day and that the above named acknowledged the due execution of the foregoing instrument.

Sworn to before me this _____ day of _____, 2016

_____
Signature of Notary Public State of SC

My commission expires: _____

Print Notary Name _____

EASEMENT GRANT TO
SOUTH CAROLINA ELECTRIC & GAS COMPANY

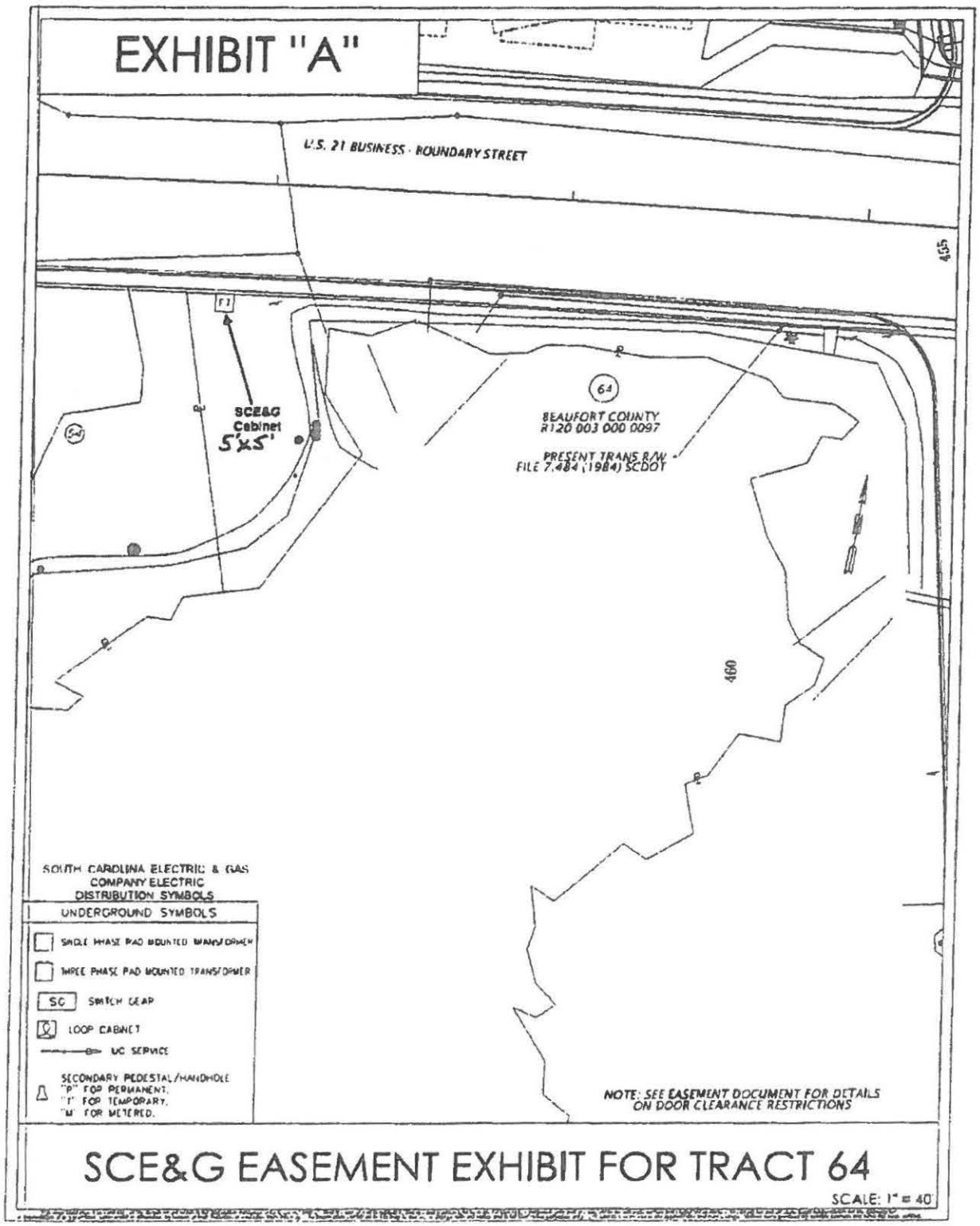
Line: **Boundary Street Project**

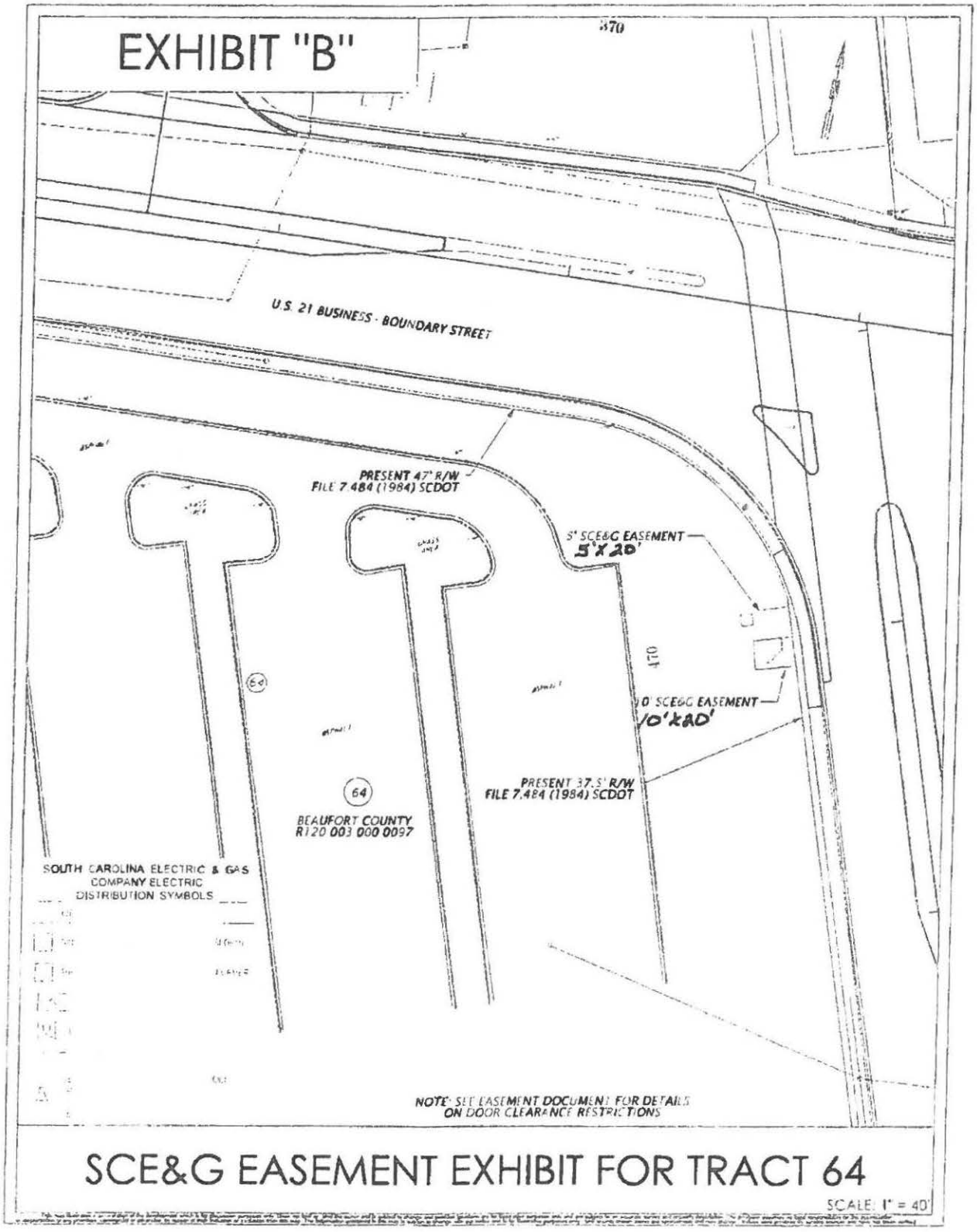
County: **Beaufort**

R/W File Number: **19420**

Grantor(s): **Beaufort County**

Return to: SCE&G, C/O Right of Way Dept., 81 May River Road, Bluffton, SC 29910


EXHIBIT "A"
U.S. 21 BUSINESS - BOUNDARY STREET
455
460
SCE&G Cabinet 5'x5'
64
BEAUFORT COUNTY R120 003 000 0097
PRESENT TRANS R/W FILE 7.484 (1984) SCDOT
SOUTH CAROLINA ELECTRIC & GAS COMPANY ELECTRIC DISTRIBUTION SYMBOLS
UNDERGROUND SYMBOLS
SINGLE PHASE PAD MOUNTED TRANSFORMER
THREE PHASE PAD MOUNTED TRANSFORMER
SG SWITCH GEAR
LOOP CABINET
UC SERVICE
SECONDARY PEDESTAL/HANDHOLE "P" FOR PERMANENT, "T" FOR TEMPORARY, "M" FOR METERED.
NOTE: SEE EASEMENT DOCUMENT FOR DETAILS ON DOOR CLEARANCE RESTRICTIONS
SCE&G EASEMENT EXHIBIT FOR TRACT 64
SCALE: 1" = 40'


EXHIBIT "B"
U.S. 21 BUSINESS - BOUNDARY STREET
PRESENT 47' R/W
FILE 7.484 (1984) SCDOT
5' SCE&G EASEMENT
5'X20'
10' SCE&G EASEMENT
10'X20'
PRESENT 37.5' R/W
FILE 7.484 (1984) SCDOT
64
BEAUFORT COUNTY
R120 003 000 0097
SOUTH CAROLINA ELECTRIC & GAS
COMPANY ELECTRIC
DISTRIBUTION SYMBOLS
NOTE: SEE EASEMENT DOCUMENT FOR DETAILS
ON DOOR CLEARANCE RESTRICTIONS
SCE&G EASEMENT EXHIBIT FOR TRACT 64
SCALE: 1" = 40'

COUNTY COUNCIL OF BEAUFORT COUNTY
BEAUFORT COUNTY ENGINEERING DEPARTMENT
104 Industrial Village Road, Building #3, Beaufort, SC 29906
Post Office Drawer 1228, Beaufort, SC 29901-1228
Telephone: 843-255-2700 Facsimile: 843-255-9420

TO: Councilman Gerald Dawson, Chairman, Public Facilities Committee

VIA: Gary Kubic, County Administrator
Josh Gruber, Deputy County Administrator
Tom Keaveny, County Attorney

FROM: Robert McFee, PE, Division Director for Construction, Engineering & Facilities

SUBJ **SCE&G Easement Request at the Beaufort County Government Robert Smalls Complex**

DATE: July 29, 2016

BACKGROUND. SCE&G has requested that Beaufort County provide utility easements as part of the Boundary Street Redevelopment Project at 3 locations on Beaufort County property at the Robert Smalls County Government Complex, 100 Ribaut Road, Beaufort, SC (TMS# R120 003 000 0097 0000).

Bundy Appraisal & Management, Inc., has provided a market value estimate for each of the three proposed SCE&G easements. The following summary is provided:

Easement #1 contains 100 square feet, 5'x20', and is located near the intersection of Boundary Street and Ribaut Road. This easement was valued at $950.00 ($9.50 per sf) as of June 22, 2016.

Easement #2 contains 200 square feet, 10'x20', and is also located near the intersection of Boundary Street and Ribaut Road. This easement was valued at $1,900.00 ($9.50 per sf) as of June 22, 2016.

Easement #3 contains 25 square feet, 5'x5', and is located near the Boundary Street – U.S. Highway 21right-of-way line. This easement was valued at $240.00 ($9.60 per sf) as of June 22, 2016.

The unadjusted square foot values for these 3 easements are in line with the actual price paid to Beaufort County by SCE&G in 2009 for an easement on the Government Complex site: $10.10 per sf for a 10'x 646.2' (6,462 sf) easement. The consideration for a second easement on the Sheriff's parking lot, also in 2009, was $8.53 per sf for a 10'x373.3' (3,733 sf) easement.

Therefore, based on the appraisal information provided above, County Engineering staff considers that these appraisals are a reasonable market value for the SCE&G easements and County Council should grant these 3 easement requests from SCE&G for the appraisal value.

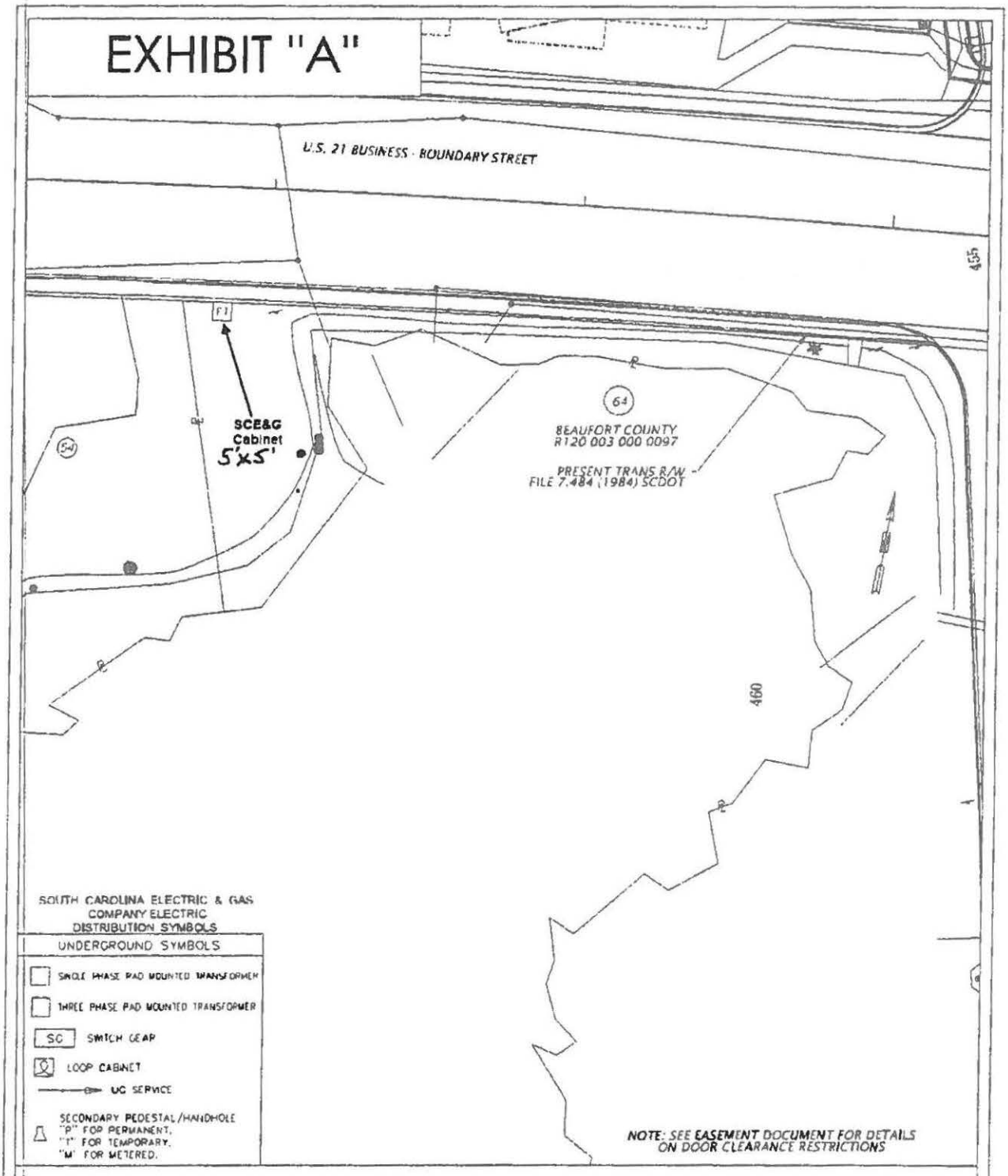
FOR ACTION. Public Facilities Committee Meeting on August 15, 2016.

RECOMMENDATION. That the Public Facilities Committee approve and recommend that County Council proceed with granting the 3 easements requested by SCE&G on the County's Robert Smalls Complex for the appraisal value noted above.

JRM/EK/mjh

Attachments:
1) Easement Location
2) Appraisals
3) SCE&G Easement Request

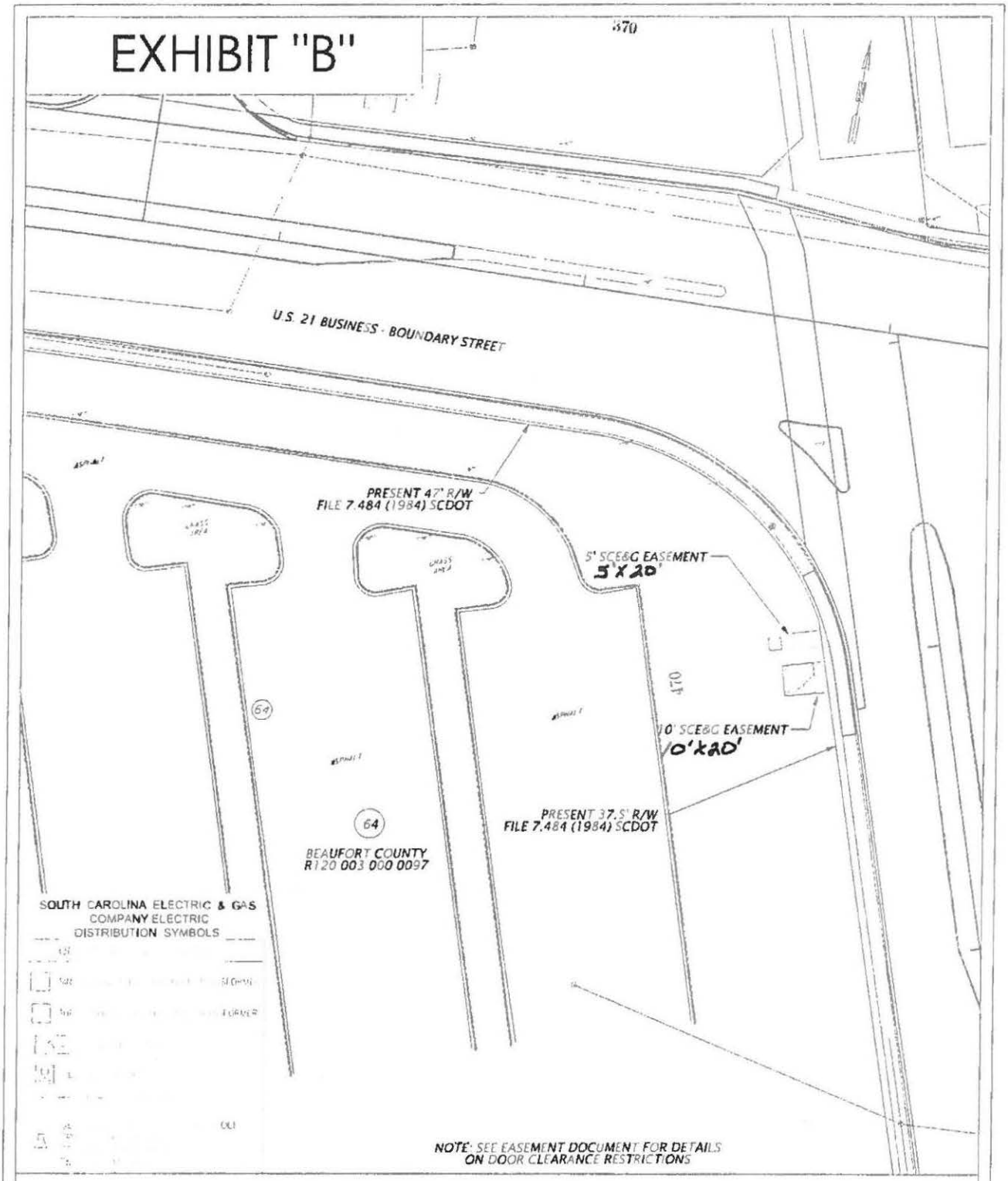
EXHIBIT "A"



SCE&G EASEMENT EXHIBIT FOR TRACT 64

SCALE: 1" = 40'

EXHIBIT "B"



SCE&G EASEMENT EXHIBIT FOR TRACT 64

SCALE: 1" = 40'

Easement # 893869

INDENTURE, made this _____ day of _____, **2016** by and between **Beaufort County** of the County of **Beaufort** and State of South Carolina, hereinafter called "Grantor" (whether singular or plural), and the SOUTH CAROLINA ELECTRIC & GAS COMPANY, a South Carolina corporation, having its principal office in Cayce, South Carolina, hereinafter called "Grantee".

WITNESSETH:

That, in consideration of the sum of One Dollar ($1.00) received from Grantee, Grantor, being the owner of land situate in the County of **Beaufort,** State of South Carolina, hereby grants and conveys to Grantee, its successors and assigns, the right to construct, extend, replace, relocate, perpetually maintain and operate an underground electric line or lines consisting of any or all of the following: conductors, lightning protective wires, municipal, public or private communication lines, cables, conduits, pad mounted transformers, and other accessory apparatus and equipment deemed by Grantee to be necessary or desirable, upon, over, across, through and under land described as follows: a portion of a tract of land containing **4.45 acres,** more or less, and being the same lands conveyed to Grantor by deed of **School District #1 of the County of Beaufort**, dated or recorded **4/11/1985,** and filed in the Register of Deeds office for **Beaufort** County in **Deed Book 417 at Page 361.**

This property is located at the southwest corner of the intersection of Boundary Street and Ribaut Road, being bounded on the north by Boundary Street; on the east by Ribaut Road; on the south by Duke Street; and on the west by lands N/F of Sixteen Gate Cemetery, LLC, and Wetlands.

The easement is for the SCE&G facilities more fully shown on Exhibit "A" and "B", attached hereto and made a part of as reference only.

TMS: R120 003 000 0097 0000

Together with the right from time to time to install on said line such additional lines, apparatus and equipment as Grantee may deem necessary or desirable and the right to remove said line or any part thereof.

Together also with the right (but not the obligation) from time to time to trim underbrush, cut underbrush and other obstructions that are within, over, under or through a strip of land ("Easement Space") extending Five (5) feet on each side of any underground wires and within, over, under or through a section of land extending Twelve (12) feet from the door side(s) of any pad mounted transformers, elbow cabinets, switchgears or other devices as they are installed; provided, however, any damage to the property of Grantor (other than that caused by trimming, cutting or removing underbrush but not trees) caused by Grantee in maintaining or repairing said lines, shall be borne by Grantee; provided further, however, that Grantors agree for themselves, their successors and assigns, not to build or allow any structure to be placed on the premises in such a manner that any part thereof will exist within the applicable above specified Easement Space, and in case such structure is built, then Grantor, or such successors and assigns as may be in possession and control of the premises at the time, will promptly remove the same upon demand of Grantee herein. Grantor further agrees to maintain minimum ground coverage of thirty six (36) inches and maximum ground coverage of fifty four (54) inches over all underground primary electric lines. Together also with the right of entry upon said lands of Grantor for all of the purposes aforesaid.

The words "Grantor" and "Grantee" shall include their heirs, executors, administrators, successors and assigns, as the case may be.

IN WITNESS WHEREOF, Grantor has caused this indenture to be duly executed the day and year first above written.

WITNESS:

Beaufort County

_____ **By:**_____ (SEAL)

1st Witness

Print:_____

_____

2nd Witness

Title: _____

Easement # 893869

ACKNOWLEDGMENT

STATE OF SOUTH CAROLINA)
)
COUNTY OF **Beaufort**)

The foregoing instrument was acknowledged before me, the undersigned Notary, and I do hereby certify that the within named_____,
As_____ of **Beaufort County**, personally appeared before me this day and that the above named acknowledged the due execution of the foregoing instrument.

Sworn to before me this _____ day of _____, 2016

_____
Signature of Notary Public State of SC

My commission expires: _____

Print Notary Name _____

EASEMENT GRANT TO
SOUTH CAROLINA ELECTRIC & GAS COMPANY

Line: **Boundary Street Project**

County: **Beaufort**

R/W File Number: **19420**

Grantor(s): **Beaufort County**

Return to: SCE&G, C/O Right of Way Dept., 81 May River Road, Bluffton, SC 29910

[redacted]

SUMMARY APPRAISAL REPORT OF

THE PROPERTY LOCATED AT

Boundary St and Ribaut Rd

Beaufort, SC 29902

as of

June 22, 2016

for

City of Beaufort
1911 Boundary Street
Beaufort, SC
29902

by

BUNDY APPRAISAL & MANAGEMENT, INC.

P O BOX 1225,1204 BOUNDARY STREET
BEAUFORT, SC 29901

BUNDY APPRAISAL & MANAGEMENT, INC.
P O BOX 1225,1204 BOUNDARY STREET
BEAUFORT, SC 29901
843-524-2207

July 6, 2016

City of Beaufort
1911 Boundary Street
Beaufort, SC
29902

Property -	Boundary St and Ribaut Rd Beaufort, SC 29902
Client -	City of Beaufort
File No. -	116056A
Case No. -	

Dear Mr. Negron:

In accordance with your request, I have prepared an appraisal of the real property located at Boundary St and Ribaut Rd, Beaufort, SC.

The purpose of the appraisal is to provide an opinion of the market value of the property described in the body of this report. Before and after the acquisition of a permanent easement containing 100 square feet.

Enclosed, please find the report which describes certain data gathered during our investigation of the property. The methods of approach and reasoning in the valuation of the various physical and economic factors of the subject property are contained in this report.

An inspection of the property and a study of pertinent factors, including valuation trends and an analysis of neighborhood data, led the appraiser to the conclusion that the market value, as of June 22, 2016 prior to acquiring the easement is: $3,683,000.00. After acquiring the easement it is my opinion that the subject's market value will be: $3,682,050.00. A loss in value because of the easement of : $950.00.

The opinion of value expressed in this report is contingent upon the Limiting Conditions attached to this report.

It has been a pleasure to assist you. If I may be of further service to you in the future, please let me know.

Respectfully submitted,

BUNDY APPRAISAL & MANAGEMENT, INC.

Robert J. Bundy
SC Certification #CG110

Summary Appraisal Report

LAND APPRAISAL REPORT

File No. 116056A

IDENTIFICATION

Owner Beaufort County | Census Tract 0007.00 | Map Reference R120 003 000 0097 0000

Property Address Boundary St and Ribaut Rd

City Beaufort | County Beaufort | State SC | Zip Code 29902

Legal Description Being a tract or lot of land containing 5 acres, more or less, and being the same lands *** See Additional Comments ***

Sale Price $N/A | Date of Sale N/A | Property Rights Appraised [X] Fee [ ] Leasehold [ ] De Minimis PUD

Actual Real Estate Taxes $N/A (yr.)

Client City of Beaufort | Address 1911 Boundary Street, Beaufort, SC, 29902

Occupant Vacant | Appraiser Robert J. Bundy | Instructions to Appraiser Estimate market value *** See Additional Comments ***

Intended User: City of Beaufort | Intended Use: Acquisition of a permanent easement

NEIGHBORHOOD

Location	[X] Urban	[ ] Suburban	[ ] Rural
Built Up	[X] Over 75%	[ ] 25% to 75%	[ ] Under 25%
Growth Rate	[ ] Fully Dev.	[ ] Rapid	[X] Steady	[ ] Slow
Property Values	[ ] Increasing	[X] Stable	[ ] Declining
Demand/Supply	[ ] Shortage	[X] In Balance	[ ] Over Supply
Marketing Time	[ ] Under 3 Mos.	[X] 4-6 Mos.	[ ] Over 6 Mos.

Present Land Use 60 % 1 Family 1 % 2-4 Fam 1 % Apts. 1 % Condo 25 % Commercial

100.000000 % Industrial % Vacant 12 % Unimproved

Change in Present Land Use [X] Not Likely [ ] Likely (*) [ ] Taking Place (*)

(*) From To

Predominant Occupancy [X] Owner [ ] Tenant % Vacant

Single Family Price Range $ 75,000 to $ 2,000,000.+ Predominant Value $ 350,000

Single Family Age 0 yrs. to 200+ yrs. Predominant Age 70 yrs.

	Good	Avg.	Fair	Poor
Employment Stability		X		
Convenience to Employment		X		
Convenience to Shopping		X		
Convenience to Schools		X		
Adequacy of Public Transportation		X		
Recreational Facilities		X		
Adequacy of Utilities		X		
Property Compatibility		X		
Protection from Detrimental Conditions		X		
Police and Fire Protection		X		
General Appearance of Properties		X		
Appeal to Market		X		

Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, noise) The subject's neighborhood is bounded on the North by Beaufort River and Brickyard Creek, on the East by Beaufort River, on the South by Hermitage Road and on the West Battery Creek. Favorable factors include the presents of schools, houses of worship, major employment and shopping centers.

SITE

Dimensions See Deed Book 417 at Page 361 = 4.45+-Acres [X] Corner Lot

Zoning Classification Boundary Street Redevelopment District (BNSRD) Present improvements [X] do [ ] do not conform to zoning regulations

Highest and best use: [X] Present use [ ] Other (specify)

	Public	Other (Describe)
Elec.	X	
Gas	X	
Water	X	
San. Sewer	X	
	[ ] Underground Elect. & Tel.	

OFF SITE IMPROVEMENTS

Street Access: [X] Public [ ] Private

Surface Asphalt

Maintenance: [X] Public [ ] Private

[X] Storm Sewer [X] Curb/Gutter

[X] Sidewalk [X] Street Lights

Topo Predominantly level below road grade with a slight slope towards the marsh

Size 4.45+-Acres

Shape Irregular

View Commercial/Marsh

Drainage Appears Adequate

Is the property located in a HUD Identified Special Flood Hazard Area? [X] No [ ] Yes

Comments (favorable or unfavorable including any apparent adverse easements, encroachments or other adverse conditions) A portion of the subject is located in Zone "C", a portion of it is located in Zone "B" and a portion of it is located in Zone "A-8". According to F.E.M.A. F.I.R.M. 450026 0005D dated 09/29/2986. It is located at the corner of Boundary Street and Ribaut Road. It is currently being used as Beaufort County government buildings, Court House, Jail and parking lot. The area that the proposal easement will be placed on is a narrow strip between Ribaut Road and the parking lot.

MARKET DATA ANALYSIS

The undersigned has recited three recent sales of properties most similar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment, reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to, or more favorable than, the subject property, a minus (-) adjustment is made, thus reducing the indicated value of subject; if a significant item in the comparable is inferior to, or less favorable than, the subject property, a plus (+) adjustment is made, thus increasing the indicated value of the subject.

For the Market Data Analysis [X] See grid below. [ ] See narrative attachment.

ITEM	Subject Property	COMPARABLE NO. 1		COMPARABLE NO. 2		COMPARABLE NO. 3	
Address	Boundary St and Ribaut Rd Beaufort, SC 29902	509 Carteret Street Beaufort, SC 29902		1010 Boundary Street Beaufort, SC 29902		804 Boundary Street Beaufort, SC 29902	
Proximity to Subj.	[redacted]	1.02 miles SE		0.71 miles E		0.86 miles E	
Sales Price	$ N/A	[redacted]	$ 325,000	[redacted]	$ 275,000	[redacted]	$ 230,000
Price	$		$ 1,300,000		$ 705,128		$ 851,852
Data Source		Bft.Cnty.Asses./MLS		Bft.Cnty.Asses./MLS		Bft.Cnty.Asses./MLS	
Date of Sale and Time Adjustment	DESCRIPTION N/A	DESCRIPTION 06/22/2015	+ (-) $ Adjustment	DESCRIPTION Listed For Sale	+ (-) $ Adjustment -2,750	DESCRIPTION 03/04/2015	+ (-) $ Adjustment
Location	Urban	Urban		Urban		Urban	
Site/View	Commercial/Marsh	Commercial		Commercial		Commercial	
Site Area	4.45+-Acres	0.25+-Acre	+3,476,090	0.39+-Acre	+3,360,220	0.27+-Acre	+3,459,540
Zoning	BNSRD	General Commercial		General Commercial		General Commercial	
Dist.-Map-Parcel	R120 003 0097	R120 004 0734		R120 004 0071		R120 004 0097	
Improvements	None Considered	Old Building		None		None	
Sales or Financing Concessions							
Net Adj. (Total)	[redacted]	[X] Plus [ ] Minus $	3,476,090	[X] Plus [ ] Minus $	3,357,470	[X] Plus [ ] Minus $	3,459,540
Indicated Value of Subject			$ 3,801,090	Gross 1222.9% Net 1220.9%	$ 3,632,470	Gross 1504.1% Net 1504.1%	$ 3,689,540

RECONCILIATION

Comments on Market Data: The purpose of this appraisal is to appraise the subject site before and after the granting of a permanent easement. Since the area of the easement does not affect the utility of the site nor the improvements on the site. The improvements were not taken into consideration in arriving at the before and after value of the site. Comparable number one is the old VonHarten Building, located at the corner of Carteret and King, according to the listing agent little value was applied to the building, as it has sat vacant with no maintenance for the past several years. The purchaser has been renovated/repairing the building since acquiring it. *** See Additional Comments ***

Comments and Conditions of Appraisal: Information used in this appraisal was obtained from Beaufort County public records, the local M.L.S. and my personal files. All information was verified where possible. Since the purpose of this appraisal report is to establish the market value of the subject before and after the granting of a 5 foot by 20 foot permanent easement, the cost and income approach to value are not applicable and were not used in this report. See additional conditions and certifications on the following pages.

Final Reconciliation: A permanent easement typically has a negative affect on value from 25 to 100 percent depending on the location of the easement. Due to the location of the proposed easement, it is my opinion that the subject will be impacted by only 50 percent. As stated in the comments on market data comparable number one does have a structure on it, disregarding the structure it sold for $29.84 per square foot. Comparable number two is un-improved land and the asking price is $16.19 per square foot. Comparable number three sold for $19.56 *** See Additional Comments ***

I ESTIMATE THE MARKET VALUE, AS DEFINED, OF SUBJECT PROPERTY AS OF June 22, 2016 to be $3,683,000

ADDITIONAL COMPARABLES

Intended User: City of Beaufort

Property Address: Boundary St and Ribaut Rd

City: Beaufort | County: Beaufort | State: SC | Zip Code: 29902

Client: City of Beaufort

MARKET DATA ANALYSIS

ITEM	Subject Property	COMPARABLE NO. 4		COMPARABLE NO. 5		COMPARABLE NO. 6	
Address	Boundary St and Ribaut Rd Beaufort, SC 29902	617 Huguenin Drive Beaufort, SC 29902					
Proximity to Subj.	[redacted]	0.41 miles SW					
Sales Price	$ N/A	[redacted]	$ 1,338,000	[redacted]	$	[redacted]	$
Price	$	[redacted]	$ 426115	[redacted]	$	[redacted]	$
Data Source		Bft.Cnty.Asses./MLS					
Date of Sale and Time Adjustment	DESCRIPTION: N/A	DESCRIPTION: 04/17/2015	+ (-) $ Adjustment	DESCRIPTION	+ (-) $ Adjustment	DESCRIPTION	+ (-) $ Adjustment
Location	Urban	Urban					
Site/View	Commercial/Marsh	Residential/Marsh					
Site Area	4.45+-Acres	3.14+-Acres	+1,084,210				
Zoning	BNSRD	Residential-2	+1,367,780				
Dist.-Map-Parcel	R120 003 0097	R120 003 0359					
Improvements	None Considered						
Sales or Financing Concessions							
Net Adj. (Total)	[redacted]	[X] Plus [ ] Minus $	2,451,990	[ ] Plus [ ] Minus $		[ ] Plus [ ] Minus $	
Indicated Value of Subject	[redacted]	Gross 183.3% Net 183.3% $	3,789,990	$		$	

Comments on Market Data Analysis

ADDITIONAL COMMENTS

Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						

SCOPE OF THE APPRAISAL

I looked at and took pictures of the site. I then researched sales of similar type properties in the Beaufort County area, through the Beaufort County Public Records and the Beaufort Multiple Listing Service. Sales used in this appraisal report were analyzed as to economic and physical factors which affect them and adjusted accordingly. I spoke to Realtors, sellers, or purchasers of the comparables.

The intended user of this report is the client. The intended use of this appraisal report is for internal decision making. This report is subject to the stated scope of work, purpose of the appraisal, and the reporting requirements of this appraisal and the definition of market value as determined by the client. No additional intended users are identified by them. This appraisal report may not meet reporting requirements of other person or originations not shown as intended users. Any additional requirements made by other persons or originations not shown as intended user will result in additional fees.

I certify that I have the knowledge and experience to complete this appraisal assignment. I further certify that I have completed the continuing education requirements for the state of South Carolina.

LEGAL DESCRIPTION

conveyed by deed recorded in the Register of Deeds Office for Beaufort County in Deed Book 417 at Page 361.

INSTRUCTIONS TO APPRAISER

prior to and after the granting of a 5 foot by 20 foot permanent easement as shown attached Exhibit "B"

COMMENTS ON MARKET DATA

Comparable number two is a competitive listing which has been on the market for over 600 days. It consist of three parcels of land located at the corner of Boundary Street and Charles Street.

Comparable number three is located at the corner of Boundary Street and Scott Street.

Comparable number four is most like the subject in size, it however is zone Residential-2 and therefore is inferior.

There have been recent acquisitions of real estate along Boundary Street by Beaufort County, Beaufort County Open Land Trust and, the City of Beaufort. These parcels contained building in various conditions. It is not known what if any special concessions were made to the owners of these properties, as two are still occupied by the sellers. Therefore I have chosen not to include them in this report.

Due to the limited amount of data on similar type properties, I have chosen in my opinion the best sales and competitive listings to include in this report.

FINAL RECONCILIATION

per square foot, this property is a corner site as is the subject.

Comparable number four sold for $9.78 per square foot, as stated earlier this site is zone Residential-2 and is inferior to the subject, therefore it required a plus adjustment for zoning.

The indicated per square foot value of commercial property in the down town Beaufort area ranges from $16.19 to $29.84 and a large residential

ADDITIONAL COMMENTS

Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						

tract sold for $9.78 per square foot. There is an accepted theory that smaller tracts of land sale for more per unit than larger tracts. Therefore it is my opinion that the subject's indicated market value as of the date of this report was $19.00 per square foot.

As stated earlier the easement area is 100 square feet, using a per square foot value of $19.00, the indicated market value of the site were the requested easement would be placed is $1,900.00. However as stated earlier, easements typically do not command full value. Therefore in my opinion the granting of the easement will have a negative affect on the subject in the amount of $950..00.

In my opinion the subject's market value prior to granting the easement was $3,682,998.00, which I rounded to $3,683,000.00 and after granting the easement the market value of the subject will be $3,682,050.00

USPAP COMPLIANCE ADDENDUM

Borrower or Owner City of Beaufort
Property Address Boundary St and Ribaut Rd
City Beaufort County Beaufort State SC Zip Code 29902
Lender or Client City of Beaufort

Purpose of the Appraisal

To develop an opinion of market value, prior to and after the granting of a permanent easement.

Scope of Work

The scope of the appraisal requires compliance with the Uniform Standards of Professional Appraisal Practice promulgated by the Appraisal Standards Board of The Appraisal Foundation. All data regarding the property has been considered.

I have considered relevant competitive listings and/or contract offerings in the performance of this appraisal and in the trending information reported in this section. If a trend is indicated, I have attached an addendum providing relevant competitive listings/contract offering data.

Report of the prior sales history for the subject property

Is the subject property currently listed? [ ] Yes [X] No List Price: $ _____
Has the property sold during the prior three years? [ ] Yes [X] No If yes, describe below

Exposure Time

What is your estimate of exposure time for the subject property? 24 months Describe below the basis (rationale) for your estimate?
Based on market research of similar type properties in the area, discussion with local realtors and my personal files.

Non-real property transfers

Does the transaction involve the transfer of personal property, fixtures, or intangibles that are not real property? [ ] Yes [X] No
If yes, provide description and valuation below.

Additional Limiting Conditions or Additional Comments

Since the improvements on the subject will not be affected by the proposed easment, they were not considered in this report. The subject is being appraised as vacant available to be put to it's highest and best use. The cost approach and the income approach were not used in this appraisal.

Additional Certification Statements or Additional Comments

Date: July 6, 2016 Appraiser(s): Robert J. Bundy
Robert J. Bundy

Date: _____ Review Appraiser(s): _____

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File No. 116056A

PHOTOGRAPH ADDENDUM

Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						



FRONT VIEW OF SUBJECT PROPERTY



REAR VIEW OF SUBJECT PROPERTY

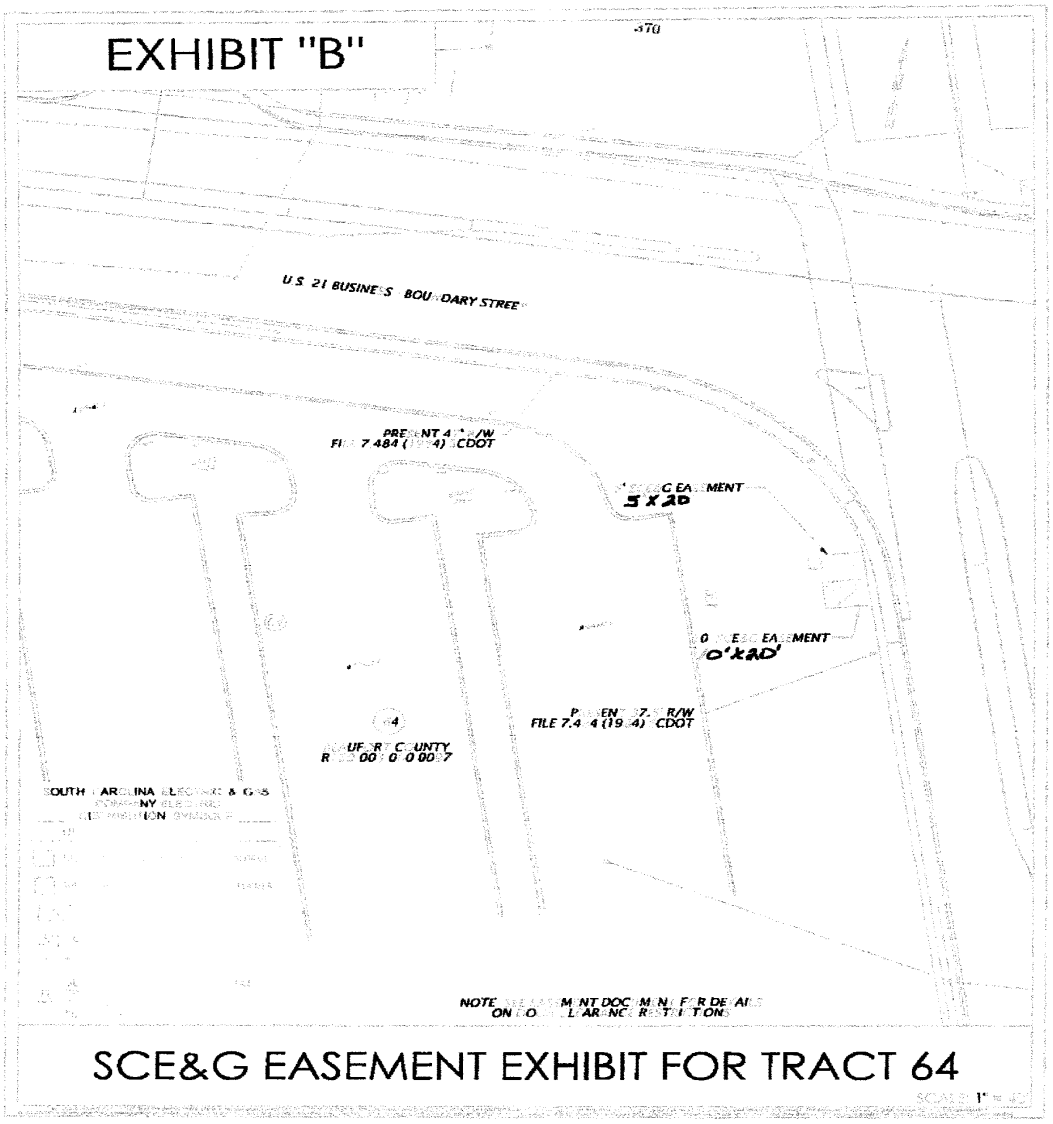


STREET SCENE OF SUBJECT PROPERTY

File No. 116056A

SITE PLAN

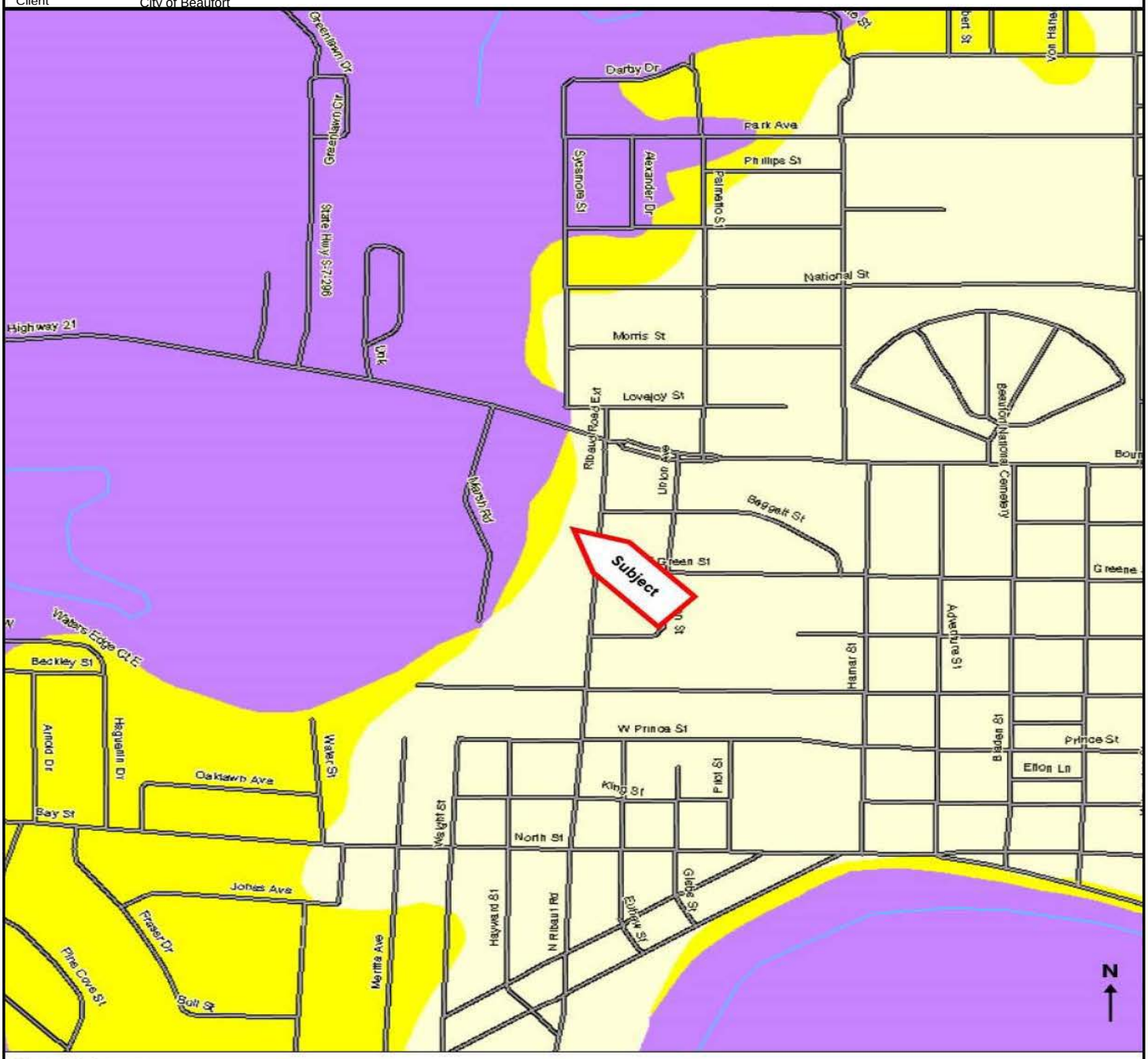
Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						



File No. 116056A

FLOOD MAP

Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						



Flood Zones

- Areas inundated by 500-year flooding
- Areas outside of the 100- and 500-year flood plains
- Areas inundated by 100-year flooding
- Areas inundated by 100-year flooding with velocity hazard
- Floodway areas
- Floodway areas with velocity hazard
- Areas of undetermined but possible flood hazards
- Areas not mapped on any published FIRM

Flood Zone Determination

Latitude: 32.438665
Longitude: -80.686146
Community Name:
BEAUFORT, CITY OF
Community: 450026
SFHA (Flood Zone): No
Within 250 ft. of multiple flood zones: Yes
Zone: C
Map #: 4500260005D
Panel: 0005D
Panel Date: 09/29/1986
FIPS Code: 45013
Census Tract: 0007.00

This Report is for the sole benefit of the Customer that ordered and paid for the Report and is based on the property information provided by that Customer. That Customer's use of this Report is subject to the terms agreed to by that Customer when accessing this product. No third party is authorized to use or rely on this Report for any purpose. THE SELLER OF THIS REPORT MAKES NO REPRESENTATIONS OR WARRANTIES TO ANY PARTY CONCERNING THE CONTENT, ACCURACY OR COMPLETENESS OF THIS REPORT, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. The seller of this Report shall not have any liability to any third party for any use or misuse of this Report.

File No. 116056A

PHOTOGRAPH ADDENDUM

Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						



COMPARABLE #1

509 Carteret Street
Beaufort, SC 29902

Price	$325,000
Price/SF	1,300,000
Date	06/22/2015
Living Area	0.25+-Acre
Value Indication	$3,801,090



COMPARABLE #2

1010 Boundary Street
Beaufort, SC 29902

Price	$275,000
Price/SF	705,128
Date	Listed For Sale
Living Area	0.39+-Acre
Value Indication	$3,632,470



COMPARABLE #3

804 Boundary Street
Beaufort, SC 29902

Price	$230,000
Price/SF	851,852
Date	03/04/2015
Living Area	0.27+-Acre
Value Indication	$3,689,540

File No. 116056A

PHOTOGRAPH ADDENDUM

Intended User City of Beaufort

Property Address Boundary St and Ribaut Rd

City Beaufort County Beaufort State SC Zip Code 29902

Client City of Beaufort



COMPARABLE #4

617 Huguenin Drive
Beaufort, SC 29902

Price	$1,338,000
Price/SF	426,115
Date	04/17/2015
Living Area	3.14+-Acres
Value Indication	$3,789,990

COMPARABLE #5

Price	$
Price/SF	
Date	
Living Area	
Value Indication	$

COMPARABLE #6

Price	$
Price/SF	
Date	
Living Area	
Value Indication	$

File No. 116056A

Location Map

Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						



This appraisal report is subject to the scope of work, intended use, intended user, definition of market value, statement of assumptions and limiting conditions, and certifications. The appraiser may expand the scope of work to include any additional research or analysis necessary based on the complexity of this appraisal assignment.

SCOPE OF WORK: The scope of work for this appraisal is defined by the complexity of this appraisal assignment and the reporting requirements of this appraisal report form, including the following definition of market value, statement of assumptions and limiting conditions, and certifications. The appraiser must, at a minimum: (1) perform a complete visual inspection of the subject property, (2) inspect the neighborhood, (3) inspect each of the comparable sales from at least the street, (4) research, verify, and analyze data from reliable public and/or private sources, and (5) report his or her analysis, opinions, and conclusions in this appraisal report.

DEFINITION OF MARKET VALUE: The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he or she considers his or her own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions* granted by anyone associated with the sale.

*Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgment.

STATEMENT OF ASSUMPTIONS AND LIMITING CONDITIONS: The appraiser's certification in this report is subject to the following assumptions and limiting conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it, except for information that he or she became aware of during the research involved in performing this appraisal. The appraiser assumes that the title is good and marketable and will not render any opinions about the title.

2. The appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in this appraisal report whether any portion of the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.

3. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand, or as otherwise required by law.

4. The appraiser has noted in this appraisal report any adverse conditions (such as the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property or that he or she became aware of during the research involved in performing this appraisal. Unless otherwise stated in this appraisal report, the appraiser has no knowledge of any hidden or unapparent deficiencies or adverse conditions of the property (such as, but not limited to, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) that would make the property less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, this appraisal report must not be considered as an environmental assessment of the property.

APPRAISER'S CERTIFICATION: The Appraiser certifies and agrees that:

1. I have, at a minimum, developed and reported this appraisal in accordance with the scope of work requirements stated in this appraisal report.

2. I performed a complete visual inspection of the subject property.

3. I performed this appraisal in accordance with the requirements of the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.

4. I developed my opinion of the market value of the real property that is the subject of this report based on the sales comparison approach to value. I have adequate comparable market data to develop a reliable sales comparison approach for this appraisal assignment. I further certify that I considered the cost and income approaches to value but did not develop them, unless otherwise indicated in this report.

5. I researched, verified, analyzed, and reported on any current agreement for sale for the subject property, any offering for sale of the subject property in the twelve months prior to the effective date of this appraisal, and the prior sales of the subject property for a minimum of three years prior to the effective date of this appraisal, unless otherwise indicated in this report.

6. I researched, verified, analyzed, and reported on the prior sales of the comparable sales for a minimum of one year prior to the date of sale of the comparable sale, unless otherwise indicated in this report.

7. I selected and used comparable sales that are locationally, physically, and functionally the most similar to the subject property.

8. I have reported adjustments to the comparable sales that reflect the market's reaction to the differences between the subject property and the comparable sales.

9. I verified, from a disinterested source, all information in this report that was provided by parties who have a financial interest in the sale of the subject property.

10. I have knowledge and experience in appraising this type of property in this market area.

11. I am aware of, and have access to, the necessary and appropriate public and private data sources, such as multiple listing services, tax assessment records, public land records and other such data sources for the area in which the property is located.

12. I obtained the information, estimates, and opinions furnished by other parties and expressed in this appraisal report from reliable sources that I believe to be true and correct.

13. I have taken into consideration the factors that have an impact on value with respect to the subject neighborhood, subject property, and the proximity of the subject property to adverse influences in the development of my opinion of market value. I have noted in this appraisal report any adverse conditions (such as, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) observed during the inspection of the subject property or that I became aware of during the research involved in performing this appraisal. I have considered these adverse conditions in my analysis of the property value, and have reported on the effect of the conditions on the value and marketability of the subject property.

14. I have not knowingly withheld any significant information from this appraisal report and, to the best of my knowledge, all statements and information in this appraisal report are true and correct.

15. I stated in this appraisal report my own personal, unbiased, and professional analysis, opinions, and conclusions, which are subject only to the assumptions and limiting conditions in this appraisal report.

16. I have no present or prospective interest in the property that is the subject of this report, and I have no present or prospective personal interest or bias with respect to the participants in the transaction. I did not base, either partially or completely, my analysis and/or opinion of market value in this appraisal report on the race, color, religion, sex, age, marital status, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property or of the present owners or occupants of the properties in the vicinity of the subject property or on any other basis prohibited by law.

17. My employment and/or compensation for performing this appraisal or any future or anticipated appraisals was not conditioned on any agreement or understanding, written or otherwise, that I would report (or present analysis supporting) a predetermined specific value, a predetermined minimum value, a range or direction in value, a value that favors the cause of any party, or the attainment of a specific result or occurrence of a specific subsequent event.

18. I personally prepared all conclusions and opinions about the real estate that were set forth in this appraisal report. If I relied on significant real property appraisal assistance from any individual or individuals in the performance of this appraisal or the preparation of this appraisal report, I have named such individual(s) and disclosed the specific tasks performed in this appraisal report. I certify that any individual so named is qualified to perform the tasks. I have not authorized anyone to make a change to any item in this appraisal report; therefore, any change made to this appraisal is unauthorized and I will take no responsibility for it.

19. I identified the client in this appraisal report who is the individual, organization, or agent for the organization that ordered and will receive this appraisal report.

20. I am aware that any disclosure or distribution of this appraisal report by me or the client may be subject to certain laws and regulations. Further, I am also subject to the provisions of the Uniform Standards of Professional Appraisal Practice that pertain to disclosure or distribution by me.

21. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

SUPERVISORY APPRAISER'S CERTIFICATION: The Supervisory Appraiser certifies and agrees that:

1. I directly supervised the appraiser for this appraisal assignment, have read the appraisal report, and agree with the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.

2. I accept full responsibility for the contents of this appraisal report including, but not limited to, the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.

3. The appraiser identified in this appraisal report is either a sub-contractor or an employee of the supervisory appraiser (or the appraisal firm), is qualified to perform this appraisal, and is acceptable to perform this appraisal under the applicable state law.

4. This appraisal report complies with the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.

5. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

APPRAISER

Signature Robert J. Bundy

Name Robert J. Bundy

Company Name BUNDY APPRAISAL & MANAGEMENT, INC.

Company Address P O BOX 1225,1204 BOUNDARY STREET

BEAUFORT, SC 29901

Telephone Number 843-524-2207

Email Address ROBERT@BUNDYINC.COM

Date of Signature and Report July 6, 2016

Effective Date of Appraisal June 22, 2016

State Certification # CG110

or State License #

or Other State #

State SC

Expiration Date of Certification or License 6/30/2018

ADDRESS OF PROPERTY APPRAISED

Boundary St and Ribaut Rd

Beaufort, SC 29902

APPRAISED VALUE OF SUBJECT PROPERTY $ 3,683,000

CLIENT

Name Mr. Sammy Negron

Company Name City of Beaufort

Company Address 1911 Boundary Street

Beaufort, SC 29902

Email Address

SUPERVISORY APPRAISER (ONLY IF REQUIRED)

Signature

Name

Company Name

Company Address

Telephone Number

Email Address

Date of Signature

State Certification #

or State License #

State

Expiration Date of Certification or License

SUBJECT PROPERTY

☐ Did not inspect subject property

☐ Did inspect exterior of subject property from street

Date of Inspection

☐ Did inspect interior and exterior of subject property

Date of Inspection

COMPARABLE SALES

☐ Did not inspect exterior of comparable sales from street

☐ Did inspect exterior of comparable sales from street

Date of Inspection

[redacted]

SUMMARY APPRAISAL REPORT OF

THE PROPERTY LOCATED AT

Boundary St and Ribaut Rd

Beaufort, SC 29902

as of

June 22, 2016

for

City of Beaufort
1911 Boundary Street
Beaufort, SC
29902

by

BUNDY APPRAISAL & MANAGEMENT, INC.

P O BOX 1225,1204 BOUNDARY STREET
BEAUFORT, SC 29901

BUNDY APPRAISAL & MANAGEMENT, INC.
P O BOX 1225,1204 BOUNDARY STREET
BEAUFORT, SC 29901
843-524-2207

July 6, 2016

City of Beaufort
1911 Boundary Street
Beaufort, SC
29902

Property -	Boundary St and Ribaut Rd Beaufort, SC 29902
Client -	City of Beaufort
File No. -	116056B
Case No. -	

Dear Mr. Negron:

In accordance with your request, I have prepared an appraisal of the real property located at Boundary St and Ribaut Rd, Beaufort, SC.

The purpose of the appraisal is to provide an opinion of the market value of the property described in the body of this report. Before and after the acquisition of a permanent easement containing 200 square feet.

Enclosed, please find the report which describes certain data gathered during our investigation of the property. The methods of approach and reasoning in the valuation of the various physical and economic factors of the subject property are contained in this report.

An inspection of the property and a study of pertinent factors, including valuation trends and an analysis of neighborhood data, led the appraiser to the conclusion that the market value, as of June 22, 2016 prior to acquiring the easement is: $3,683,000.00. After acquiring the easement it is my opinion that the subject's market value will be: $3,681,100.00. A loss in value because of the easement of : $1,900.00.

The opinion of value expressed in this report is contingent upon the Limiting Conditions attached to this report.

It has been a pleasure to assist you. If I may be of further service to you in the future, please let me know.

Respectfully submitted,

BUNDY APPRAISAL & MANAGEMENT, INC.

Robert J. Bundy

Robert J. Bundy
SC Certification #CG110

Summary Appraisal Report

LAND APPRAISAL REPORT

File No. 116056B

IDENTIFICATION

Owner Beaufort County | Census Tract 0007.00 | Map Reference R120 003 000 0097 0000

Property Address Boundary St and Ribaut Rd

City Beaufort | County Beaufort | State SC | Zip Code 29902

Legal Description Being a tract or lot of land containing 5 acres, more or less, and being the same lands *** See Additional Comments ***

Sale Price $N/A | Date of Sale N/A | Property Rights Appraised [X] Fee [ ] Leasehold [ ] De Minimis PUD

Actual Real Estate Taxes $N/A (yr.)

Client City of Beaufort | Address 1911 Boundary Street, Beaufort, SC, 29902

Occupant Vacant | Appraiser Robert J. Bundy | Instructions to Appraiser Estimate market value *** See Additional Comments ***

Intended User: City of Beaufort | Intended Use: Acquisition of a permanent easement

NEIGHBORHOOD

Location	[X] Urban	[ ] Suburban	[ ] Rural
Built Up	[X] Over 75%	[ ] 25% to 75%	[ ] Under 25%
Growth Rate	[ ] Fully Dev.	[ ] Rapid	[X] Steady	[ ] Slow
Property Values	[ ] Increasing	[X] Stable	[ ] Declining
Demand/Supply	[ ] Shortage	[X] In Balance	[ ] Over Supply
Marketing Time	[ ] Under 3 Mos.	[X] 4-6 Mos.	[ ] Over 6 Mos.

Present Land Use 60 % 1 Family 1 % 2-4 Fam 1 % Apts. 1 % Condo 25 % Commercial

100.000000 % Industrial % Vacant 12 % Unimproved

Change in Present Land Use [X] Not Likely [ ] Likely (*) [ ] Taking Place (*)

(*) From To

Predominant Occupancy [X] Owner [ ] Tenant % Vacant

Single Family Price Range $ 75,000 to $ 2,000,000.+ Predominant Value $ 350,000

Single Family Age 0 yrs. to 200+ yrs. Predominant Age 70 yrs.

	Good	Avg.	Fair	Poor
Employment Stability		X		
Convenience to Employment		X		
Convenience to Shopping		X		
Convenience to Schools		X		
Adequacy of Public Transportation		X		
Recreational Facilities		X		
Adequacy of Utilities		X		
Property Compatibility		X		
Protection from Detrimental Conditions		X		
Police and Fire Protection		X		
General Appearance of Properties		X		
Appeal to Market		X		

Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, noise) The subject's neighborhood is bounded on the North by Beaufort River and Brickyard Creek, on the East by Beaufort River, on the South by Hermitage Road and on the West Battery Creek. Favorable factors include the presents of schools, houses of worship, major employment and shopping centers.

SITE

Dimensions See Deed Book 417 at Page 361 = 4.45+-Acres [X] Corner Lot

Zoning Classification Boundary Street Redevelopment District (BNSRD) Present improvements [X] do [ ] do not conform to zoning regulations

Highest and best use: [X] Present use [ ] Other (specify)

	Public	Other (Describe)
Elec.	X	
Gas	X	
Water	X	
San. Sewer	X	
	[ ] Underground Elect. & Tel.	

OFF SITE IMPROVEMENTS

Street Access: [X] Public [ ] Private

Surface Asphalt

Maintenance: [X] Public [ ] Private

[X] Storm Sewer [X] Curb/Gutter

[X] Sidewalk [X] Street Lights

Topo Predominantly level below road grade with a slight slope towards the marsh

Size 4.45+-Acres

Shape Irregular

View Commercial/Marsh

Drainage Appears Adequate

Is the property located in a HUD Identified Special Flood Hazard Area? [X] No [ ] Yes

Comments (favorable or unfavorable including any apparent adverse easements, encroachments or other adverse conditions) A portion of the subject is located in Zone "C", a portion of it is located in Zone "B" and a portion of it is located in Zone "A-8". According to F.E.M.A. F.I.R.M. 450026 0005D dated 09/29/2986. It is located at the corner of Boundary Street and Ribaut Road. It is currently being used as Beaufort County government buildings, Court House, Jail and parking lot. The area that the proposal easement will be placed on is a narrow strip between Ribaut Road and the parking lot.

MARKET DATA ANALYSIS

The undersigned has recited three recent sales of properties most similar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment, reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to, or more favorable than, the subject property, a minus (-) adjustment is made, thus reducing the indicated value of subject; if a significant item in the comparable is inferior to, or less favorable than, the subject property, a plus (+) adjustment is made, thus increasing the indicated value of the subject.

For the Market Data Analysis [X] See grid below. [ ] See narrative attachment.

ITEM	Subject Property	COMPARABLE NO. 1		COMPARABLE NO. 2		COMPARABLE NO. 3	
Address	Boundary St and Ribaut Rd Beaufort, SC 29902	509 Carteret Street Beaufort, SC 29902		1010 Boundary Street Beaufort, SC 29902		804 Boundary Street Beaufort, SC 29902	
Proximity to Subj.	[redacted]	1.02 miles SE		0.71 miles E		0.85 miles E	
Sales Price	$ N/A	[redacted]	$ 325,000	[redacted]	$ 275,000	[redacted]	$ 230,000
Price	$		$ 1,300,000		$ 705,128		$ 851,852
Data Source		Bft.Cnty.Asses./MLS		Bft.Cnty.Asses./MLS		Bft.Cnty.Asses./MLS	
Date of Sale and Time Adjustment	DESCRIPTION N/A	DESCRIPTION 06/22/2015	+ (-) $ Adjustment	DESCRIPTION Listed For Sale	+ (-) $ Adjustment -2,750	DESCRIPTION 03/04/2015	+ (-) $ Adjustment
Location	Urban	Urban		Urban		Urban	
Site/View	Commercial/Marsh	Commercial		Commercial		Commercial	
Site Area	4.45+-Acres	0.25+-Acre	+3,476,090	0.39+-Acre	+3,360,220	0.27+-Acre	+3,459,540
Zoning	BNSRD	General Commercial		General Commercial		General Commercial	
Dist.-Map-Parcel	R120 003 0097	R120 004 0734		R120 004 0071		R120 004 0097	
Improvements	None Considered	Old Building		None		None	
Sales or Financing Concessions							
Net Adj. (Total)	[redacted]	[X] Plus [ ] Minus $	3,476,090	[X] Plus [ ] Minus $	3,357,470	[X] Plus [ ] Minus $	3,459,540
Indicated Value of Subject			$ 3,801,090	Gross 1222.9% Net 1220.9%	$ 3,632,470	Gross 1504.1% Net 1504.1%	$ 3,689,540

RECONCILIATION

Comments on Market Data: The purpose of this appraisal is to appraise the subject site before and after the granting of a permanent easement. Since the area of the easement does not affect the utility of the site nor the improvements on the site. The improvements were not taken into consideration in arriving at the before and after value of the site. Comparable number one is the old VonHarten Building, located at the corner of Carteret and King, according to the listing agent little value was applied to the building, as it has sat vacant with no maintenance for the past several years. The purchaser has been renovated/repairing the building since acquiring it. *** See Additional Comments ***

Comments and Conditions of Appraisal: Information used in this appraisal was obtained from Beaufort County public records, the local M.L.S. and my personal files. All information was verified where possible. Since the purpose of this appraisal report is to establish the market value of the subject before and after the granting of a 10 foot by 20 foot permanent easement, the cost and income approach to value are not applicable and were not used in this report. See additional conditions and certifications on the following pages.

Final Reconciliation: A permanent easement typically has a negative affect on value from 25 to 100 percent depending on the location of the easement. Due to the location of the proposed easement, it is my opinion that the subject will be impacted by only 50 percent. As stated in the comments on market data comparable number one does have a structure on it, disregarding the structure it sold for $29.84 per square foot. Comparable number two is un-improved land and the asking price is $16.19 per square foot. Comparable number three sold for $19.56 *** See Additional Comments ***

I ESTIMATE THE MARKET VALUE, AS DEFINED, OF SUBJECT PROPERTY AS OF June 22, 2016 to be $3,683,000

ADDITIONAL COMPARABLES

Intended User: City of Beaufort

Property Address: Boundary St and Ribaut Rd

City: Beaufort | County: Beaufort | State: SC | Zip Code: 29902

Client: City of Beaufort

MARKET DATA ANALYSIS

ITEM	Subject Property	COMPARABLE NO. 4		COMPARABLE NO. 5		COMPARABLE NO. 6	
Address	Boundary St and Ribaut Rd Beaufort, SC 29902	617 Huguenin Drive Beaufort, SC 29902					
Proximity to Subj.	[redacted]	0.40 miles SW					
Sales Price	$ N/A	[redacted]	$ 1,338,000	[redacted]	$	[redacted]	$
Price	$	[redacted]	$ 426115	[redacted]	$	[redacted]	$
Data Source		Bft.Cnty.Asses./MLS					
Date of Sale and Time Adjustment	DESCRIPTION: N/A	DESCRIPTION: 04/17/2015	+ (-) $ Adjustment	DESCRIPTION	+ (-) $ Adjustment	DESCRIPTION	+ (-) $ Adjustment
Location	Urban	Urban					
Site/View	Commercial/Marsh	Residential/Marsh					
Site Area	4.45+-Acres	3.14+-Acres	+1,084,210				
Zoning	BNSRD	Residential-2	+1,367,780				
Dist.-Map-Parcel	R120 003 0097	R120 003 0359					
Improvements	None Considered						
Sales or Financing Concessions							
Net Adj. (Total)	[redacted]	[X] Plus [ ] Minus $	2,451,990	[ ] Plus [ ] Minus $		[ ] Plus [ ] Minus $	
Indicated Value of Subject	[redacted]	Gross 183.3% Net 183.3% $	3,789,990	$		$	

Comments on Market Data Analysis

ADDITIONAL COMMENTS

Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						

SCOPE OF THE APPRAISAL

I looked at and took pictures of the site. I then researched sales of similar type properties in the Beaufort County area, through the Beaufort County Public Records and the Beaufort Multiple Listing Service. Sales used in this appraisal report were analyzed as to economic and physical factors which affect them and adjusted accordingly. I spoke to Realtors, sellers, or purchasers of the comparables.

The intended user of this report is the client. The intended use of this appraisal report is for internal decision making. This report is subject to the stated scope of work, purpose of the appraisal, and the reporting requirements of this appraisal and the definition of market value as determined by the client. No additional intended users are identified by them. This appraisal report may not meet reporting requirements of other person or originations not shown as intended users. Any additional requirements made by other persons or originations not shown as intended user will result in additional fees.

I certify that I have the knowledge and experience to complete this appraisal assignment. I further certify that I have completed the continuing education requirements for the state of South Carolina.

LEGAL DESCRIPTION

conveyed by deed recorded in the Register of Deeds Office for Beaufort County in Deed Book 417 at Page 361.

INSTRUCTIONS TO APPRAISER

prior to and after the granting of a 10 foot by 20 foot permanent easement as shown attached Exhibit "B"

COMMENTS ON MARKET DATA

Comparable number two is a competitive listing which has been on the market for over 600 days. It consist of three parcels of land located at the corner of Boundary Street and Charles Street.

Comparable number three is located at the corner of Boundary Street and Scott Street.

Comparable number four is most like the subject in size, it however is zone Residential-2 and therefore is inferior.

There have been recent acquisitions of real estate along Boundary Street by Beaufort County, Beaufort County Open Land Trust and the City of Beaufort. These parcels contained building in various conditions. It is not known what if any special concessions were made to the owners of these properties, as two are still occupied by the sellers. Therefore I have chosen not to include them in this report.

Due to the limited amount of data on similar type properties, I have chosen in my opinion the best sales and competitive listings to include in this report.

FINAL RECONCILIATION

per square foot, this property is a corner site as is the subject.

Comparable number four sold for $9.78 per square foot, as stated earlier this site is zone Residential-2 and is inferior to the subject, therefore it required a plus adjustment for zoning.

The indicated per square foot value of commercial property in the down town Beaufort area ranges from $16.19 to $29.84 and a large residential

ADDITIONAL COMMENTS

Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						

tract sold for $9.78 per square foot.

There is an accepted theory that smaller tracts of land sale for more per unit than larger tracts. Therefore it is my opinion that the subject's indicated market value as of the date of this report was $19.00 per square foot.

As stated earlier the easement area is 200 square feet, using a per square foot value of $19.00, the indicated market value of the site were the requested easement would be placed is $3,800.00. However as stated earlier, easements typically do not command full value. Therefore in my opinion the granting of the easement will have a negative affect on the subject in the amount of $1,900.00.

In my opinion the subject's market value prior to granting the easement was $3,682,998.00, which I rounded to $3,683,000.00 and after granting the easement the market value of the subject will be $3,681,100.00

USPAP COMPLIANCE ADDENDUM

Borrower or Owner City of Beaufort
Property Address Boundary St and Ribaut Rd
City Beaufort County Beaufort State SC Zip Code 29902
Lender or Client City of Beaufort

Purpose of the Appraisal

To develop an opinion of market value, prior to and after the granting of a permanent easement.

Scope of Work

The scope of the appraisal requires compliance with the Uniform Standards of Professional Appraisal Practice promulgated by the Appraisal Standards Board of The Appraisal Foundation. All data regarding the property has been considered.

I have considered relevant competitive listings and/or contract offerings in the performance of this appraisal and in the trending information reported in this section. If a trend is indicated, I have attached an addendum providing relevant competitive listings/contract offering data.

Report of the prior sales history for the subject property

Is the subject property currently listed? [ ] Yes [X] No List Price: $ _____
Has the property sold during the prior three years? [ ] Yes [X] No If yes, describe below

Exposure Time

What is your estimate of exposure time for the subject property? 24 months Describe below the basis (rationale) for your estimate?
Based on market research of similar type properties in the area, discussion with local realtors and my personal files.

Non-real property transfers

Does the transaction involve the transfer of personal property, fixtures, or intangibles that are not real property? [ ] Yes [X] No
If yes, provide description and valuation below.

Additional Limiting Conditions or Additional Comments

Since the improvements on the subject will not be affected by the proposed easment, they were not considered in this report. The subject is being appraised as vacant available to be put to it's highest and best use. The cost approach and the income approach were not used in this appraisal.

Additional Certification Statements or Additional Comments

Date: July 6, 2016 Appraiser(s): Robert J. Bundy
Robert J. Bundy

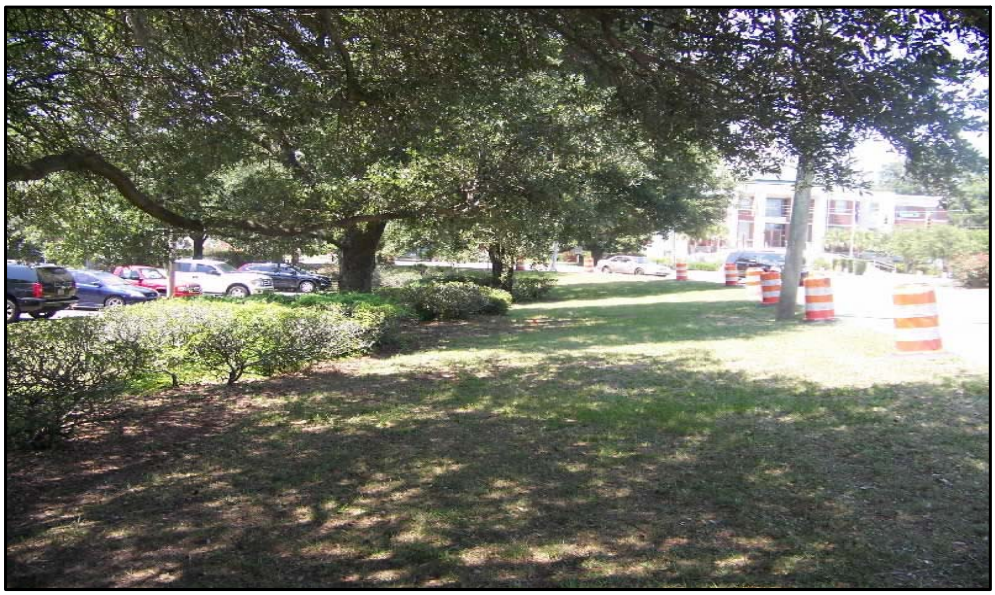
Date: _____ Review Appraiser(s): _____

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File No. 116056B

PHOTOGRAPH ADDENDUM

Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						



FRONT VIEW OF SUBJECT PROPERTY



REAR VIEW OF SUBJECT PROPERTY

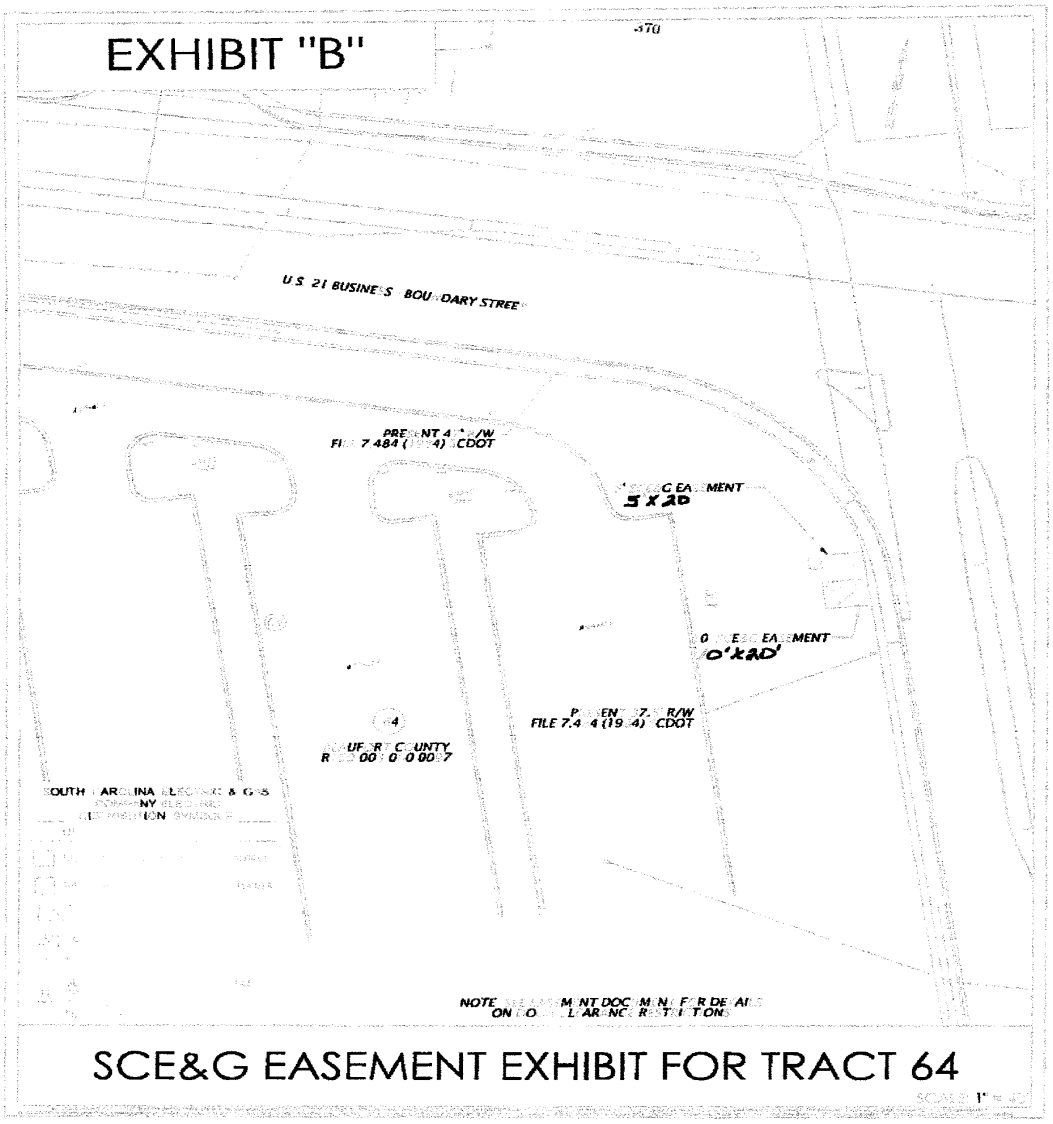


STREET SCENE OF SUBJECT PROPERTY

File No. 116056B

SITE PLAN

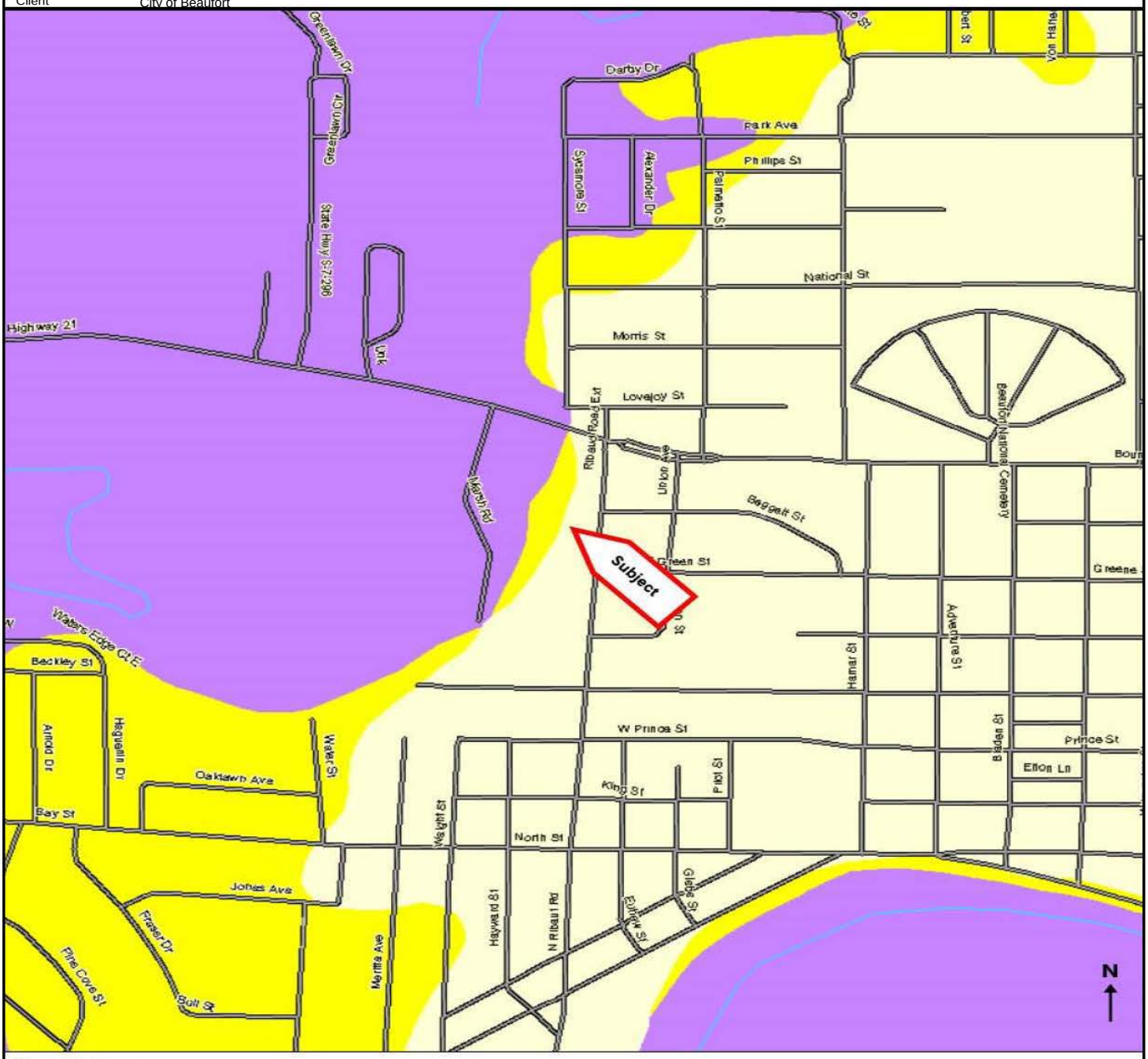
Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						



File No. 116056B

FLOOD MAP

Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						



Flood Zones

- Areas inundated by 500-year flooding
- Areas outside of the 100- and 500-year flood plains
- Areas inundated by 100-year flooding
- Areas inundated by 100-year flooding with velocity hazard
- Floodway areas
- Floodway areas with velocity hazard
- Areas of undetermined but possible flood hazards
- Areas not mapped on any published FIRM

Flood Zone Determination

Latitude: 32.438665
Longitude: -80.686146
Community Name:
BEAUFORT, CITY OF
Community: 450026
SFHA (Flood Zone): No
Within 250 ft. of multiple flood zones: Yes
Zone: C
Map #: 4500260005D
Panel: 0005D
Panel Date: 09/29/1986
FIPS Code: 45013
Census Tract: 0007.00

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File No. 116056B

PHOTOGRAPH ADDENDUM

Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						



COMPARABLE #1

509 Carteret Street
Beaufort, SC 29902

Price	$325,000
Price/SF	1,300,000
Date	06/22/2015
Living Area	0.25+-Acre
Value Indication	$3,801,090



COMPARABLE #2

1010 Boundary Street
Beaufort, SC 29902

Price	$275,000
Price/SF	705,128
Date	Listed For Sale
Living Area	0.39+-Acre
Value Indication	$3,632,470



COMPARABLE #3

804 Boundary Street
Beaufort, SC 29902

Price	$230,000
Price/SF	851,852
Date	03/04/2015
Living Area	0.27+-Acre
Value Indication	$3,689,540

File No. 116056B

PHOTOGRAPH ADDENDUM

Intended User City of Beaufort
Property Address Boundary St and Ribaut Rd
City Beaufort County Beaufort State SC Zip Code 29902
Client City of Beaufort



COMPARABLE #4

617 Huguenin Drive
Beaufort, SC 29902

Price	$1,338,000
Price/SF	426,115
Date	04/17/2015
Living Area	3.14+-Acres
Value Indication	$1,338,000

COMPARABLE #5

Price	$
Price/SF	
Date	
Living Area	
Value Indication	$

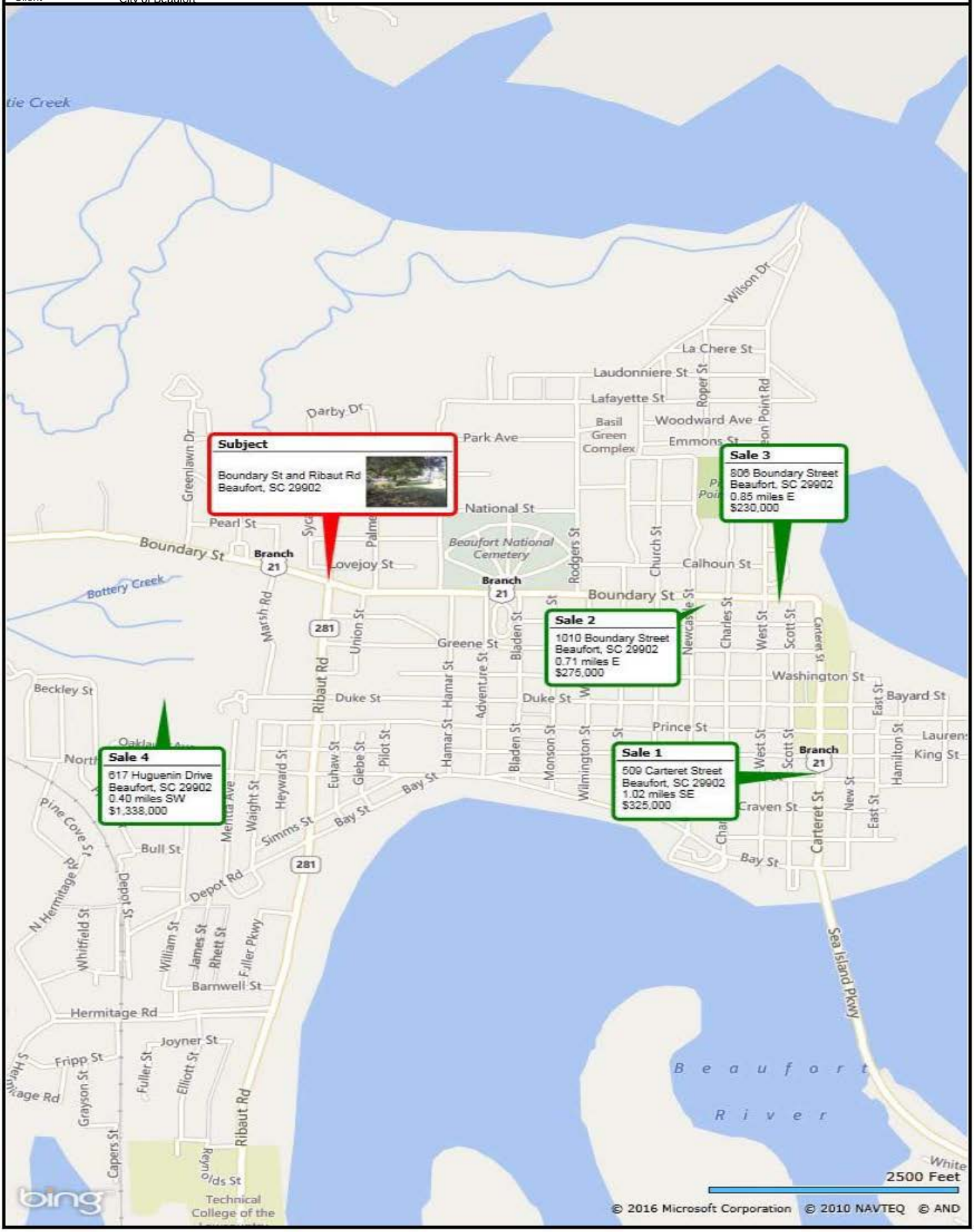
COMPARABLE #6

Price	$
Price/SF	
Date	
Living Area	
Value Indication	$

File No. 116056B

Location Map

Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						



This appraisal report is subject to the scope of work, intended use, intended user, definition of market value, statement of assumptions and limiting conditions, and certifications. The appraiser may expand the scope of work to include any additional research or analysis necessary based on the complexity of this appraisal assignment.

SCOPE OF WORK: The scope of work for this appraisal is defined by the complexity of this appraisal assignment and the reporting requirements of this appraisal report form, including the following definition of market value, statement of assumptions and limiting conditions, and certifications. The appraiser must, at a minimum: (1) perform a complete visual inspection of the subject property, (2) inspect the neighborhood, (3) inspect each of the comparable sales from at least the street, (4) research, verify, and analyze data from reliable public and/or private sources, and (5) report his or her analysis, opinions, and conclusions in this appraisal report.

DEFINITION OF MARKET VALUE: The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he or she considers his or her own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions* granted by anyone associated with the sale.

*Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgment.

STATEMENT OF ASSUMPTIONS AND LIMITING CONDITIONS: The appraiser's certification in this report is subject to the following assumptions and limiting conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it, except for information that he or she became aware of during the research involved in performing this appraisal. The appraiser assumes that the title is good and marketable and will not render any opinions about the title.

2. The appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in this appraisal report whether any portion of the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.

3. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand, or as otherwise required by law.

4. The appraiser has noted in this appraisal report any adverse conditions (such as the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property or that he or she became aware of during the research involved in performing this appraisal. Unless otherwise stated in this appraisal report, the appraiser has no knowledge of any hidden or unapparent deficiencies or adverse conditions of the property (such as, but not limited to, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) that would make the property less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, this appraisal report must not be considered as an environmental assessment of the property.

APPRAISER'S CERTIFICATION: The Appraiser certifies and agrees that:

1. I have, at a minimum, developed and reported this appraisal in accordance with the scope of work requirements stated in this appraisal report.

2. I performed a complete visual inspection of the subject property.

3. I performed this appraisal in accordance with the requirements of the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.

4. I developed my opinion of the market value of the real property that is the subject of this report based on the sales comparison approach to value. I have adequate comparable market data to develop a reliable sales comparison approach for this appraisal assignment. I further certify that I considered the cost and income approaches to value but did not develop them, unless otherwise indicated in this report.

5. I researched, verified, analyzed, and reported on any current agreement for sale for the subject property, any offering for sale of the subject property in the twelve months prior to the effective date of this appraisal, and the prior sales of the subject property for a minimum of three years prior to the effective date of this appraisal, unless otherwise indicated in this report.

6. I researched, verified, analyzed, and reported on the prior sales of the comparable sales for a minimum of one year prior to the date of sale of the comparable sale, unless otherwise indicated in this report.

7. I selected and used comparable sales that are locationally, physically, and functionally the most similar to the subject property.

8. I have reported adjustments to the comparable sales that reflect the market's reaction to the differences between the subject property and the comparable sales.

9. I verified, from a disinterested source, all information in this report that was provided by parties who have a financial interest in the sale of the subject property.

10. I have knowledge and experience in appraising this type of property in this market area.

11. I am aware of, and have access to, the necessary and appropriate public and private data sources, such as multiple listing services, tax assessment records, public land records and other such data sources for the area in which the property is located.

12. I obtained the information, estimates, and opinions furnished by other parties and expressed in this appraisal report from reliable sources that I believe to be true and correct.

13. I have taken into consideration the factors that have an impact on value with respect to the subject neighborhood, subject property, and the proximity of the subject property to adverse influences in the development of my opinion of market value. I have noted in this appraisal report any adverse conditions (such as, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) observed during the inspection of the subject property or that I became aware of during the research involved in performing this appraisal. I have considered these adverse conditions in my analysis of the property value, and have reported on the effect of the conditions on the value and marketability of the subject property.

14. I have not knowingly withheld any significant information from this appraisal report and, to the best of my knowledge, all statements and information in this appraisal report are true and correct.

15. I stated in this appraisal report my own personal, unbiased, and professional analysis, opinions, and conclusions, which are subject only to the assumptions and limiting conditions in this appraisal report.

16. I have no present or prospective interest in the property that is the subject of this report, and I have no present or prospective personal interest or bias with respect to the participants in the transaction. I did not base, either partially or completely, my analysis and/or opinion of market value in this appraisal report on the race, color, religion, sex, age, marital status, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property or of the present owners or occupants of the properties in the vicinity of the subject property or on any other basis prohibited by law.

17. My employment and/or compensation for performing this appraisal or any future or anticipated appraisals was not conditioned on any agreement or understanding, written or otherwise, that I would report (or present analysis supporting) a predetermined specific value, a predetermined minimum value, a range or direction in value, a value that favors the cause of any party, or the attainment of a specific result or occurrence of a specific subsequent event.

18. I personally prepared all conclusions and opinions about the real estate that were set forth in this appraisal report. If I relied on significant real property appraisal assistance from any individual or individuals in the performance of this appraisal or the preparation of this appraisal report, I have named such individual(s) and disclosed the specific tasks performed in this appraisal report. I certify that any individual so named is qualified to perform the tasks. I have not authorized anyone to make a change to any item in this appraisal report; therefore, any change made to this appraisal is unauthorized and I will take no responsibility for it.

19. I identified the client in this appraisal report who is the individual, organization, or agent for the organization that ordered and will receive this appraisal report.

20. I am aware that any disclosure or distribution of this appraisal report by me or the client may be subject to certain laws and regulations. Further, I am also subject to the provisions of the Uniform Standards of Professional Appraisal Practice that pertain to disclosure or distribution by me.

21. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

SUPERVISORY APPRAISER'S CERTIFICATION: The Supervisory Appraiser certifies and agrees that:

1. I directly supervised the appraiser for this appraisal assignment, have read the appraisal report, and agree with the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.

2. I accept full responsibility for the contents of this appraisal report including, but not limited to, the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.

3. The appraiser identified in this appraisal report is either a sub-contractor or an employee of the supervisory appraiser (or the appraisal firm), is qualified to perform this appraisal, and is acceptable to perform this appraisal under the applicable state law.

4. This appraisal report complies with the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.

5. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

APPRAISER

Signature Robert J. Bundy

Name Robert J. Bundy

Company Name BUNDY APPRAISAL & MANAGEMENT, INC.

Company Address P O BOX 1225,1204 BOUNDARY STREET

BEAUFORT, SC 29901

Telephone Number 843-524-2207

Email Address ROBERT@BUNDYINC.COM

Date of Signature and Report July 6, 2016

Effective Date of Appraisal June 22, 2016

State Certification # CG110

or State License #

or Other State #

State SC

Expiration Date of Certification or License 6/30/2018

ADDRESS OF PROPERTY APPRAISED

Boundary St and Ribaut Rd

Beaufort, SC 29902

APPRAISED VALUE OF SUBJECT PROPERTY $ 3,683,000

CLIENT

Name Mr. Sammy Negron

Company Name City of Beaufort

Company Address 1911 Boundary Street

Beaufort, SC 29902

Email Address

SUPERVISORY APPRAISER (ONLY IF REQUIRED)

Signature

Name

Company Name

Company Address

Telephone Number

Email Address

Date of Signature

State Certification #

or State License #

State

Expiration Date of Certification or License

SUBJECT PROPERTY

☐ Did not inspect subject property

☐ Did inspect exterior of subject property from street

Date of Inspection

☐ Did inspect interior and exterior of subject property

Date of Inspection

COMPARABLE SALES

☐ Did not inspect exterior of comparable sales from street

☐ Did inspect exterior of comparable sales from street

Date of Inspection

[redacted]

SUMMARY APPRAISAL REPORT OF THE PROPERTY LOCATED AT

Boundary St and Ribaut Rd

Beaufort, SC 29902

as of

June 22, 2016

for

City of Beaufort
1911 Boundary Street
Beaufort, SC
29902

by

BUNDY APPRAISAL & MANAGEMENT, INC.

P O BOX 1225,1204 BOUNDARY STREET
BEAUFORT, SC 29901

BUNDY APPRAISAL & MANAGEMENT, INC.
P O BOX 1225,1204 BOUNDARY STREET
BEAUFORT, SC 29901
843-524-2207

July 6, 2016

City of Beaufort
1911 Boundary Street
Beaufort, SC
29902

Property -	Boundary St and Ribaut Rd Beaufort, SC 29902
Client -	City of Beaufort
File No. -	116056
Case No. -	

Dear Mr. Negron:

In accordance with your request, I have prepared an appraisal of the real property located at Boundary St and Ribaut Rd, Beaufort, SC.

The purpose of the appraisal is to provide an opinion of the market value of the property described in the body of this report. Before and after the acquisition of a permanent easement containing 25 square feet.

Enclosed, please find the report which describes certain data gathered during our investigation of the property. The methods of approach and reasoning in the valuation of the various physical and economic factors of the subject property are contained in this report.

An inspection of the property and a study of pertinent factors, including valuation trends and an analysis of neighborhood data, led the appraiser to the conclusion that the market value, as of June 22, 2016 prior to granting the easement is: $3,683,000.00. After granting the easement it is my opinion that the subject's market value will be: $3,682,760.00. A loss in value because of the easement of : $240.00.

The opinion of value expressed in this report is contingent upon the Limiting Conditions attached to this report.

It has been a pleasure to assist you. If I may be of further service to you in the future, please let me know.

Respectfully submitted,

BUNDY APPRAISAL & MANAGEMENT, INC.

Robert J. Bundy

Robert J. Bundy
SC Certification #CG110

Summary Appraisal Report

LAND APPRAISAL REPORT

File No. 116056

IDENTIFICATION

Owner Beaufort County | Census Tract 0007.00 | Map Reference R120 003 000 0097 0000

Property Address Boundary St and Ribaut Rd

City Beaufort | County Beaufort | State SC | Zip Code 29902

Legal Description Being a tract or lot of land containing 5 acres, more or less, and being the same lands *** See Additional Comments ***

Sale Price $N/A | Date of Sale N/A | Property Rights Appraised [X] Fee [ ] Leasehold [ ] De Minimis PUD

Actual Real Estate Taxes $N/A (yr.)

Client City of Beaufort | Address 1911 Boundary Street, Beaufort, SC, 29902

Occupant Vacant | Appraiser Robert J. Bundy | Instructions to Appraiser Estimate market value *** See Additional Comments ***

Intended User: City of Beaufort | Intended Use: Acquisition of a permanent easement

NEIGHBORHOOD

Location	[X]	Urban	[ ]	Suburban	[ ]	Rural			
Built Up	[X]	Over 75%	[ ]	25% to 75%	[ ]	Under 25%			
Growth Rate	[ ]	Fully Dev.	[ ]	Rapid	[X]	Steady	[ ]	Slow	
Property Values	[ ]	Increasing	[X]	Stable	[ ]	Declining			
Demand/Supply	[ ]	Shortage	[X]	In Balance	[ ]	Over Supply			
Marketing Time	[ ]	Under 3 Mos.	[X]	4-6 Mos.	[ ]	Over 6 Mos.			

Present Land Use 60 % 1 Family 1 % 2-4 Fam 1 % Apts. 1 % Condo 25 % Commercial

100.000000 % Industrial % Vacant 12 % Unimproved

Change in Present Land Use [X] Not Likely [ ] Likely (*) [ ] Taking Place (*)

(*) From To

Predominant Occupancy [X] Owner [ ] Tenant % Vacant

Single Family Price Range $ 75,000 to $ 2,000,000.+ Predominant Value $ 350,000

Single Family Age 0 yrs. to 200+ yrs. Predominant Age 70 yrs.

	Good	Avg.	Fair	Poor
Employment Stability		X		
Convenience to Employment		X		
Convenience to Shopping		X		
Convenience to Schools		X		
Adequacy of Public Transportation		X		
Recreational Facilities		X		
Adequacy of Utilities		X		
Property Compatibility		X		
Protection from Detrimental Conditions		X		
Police and Fire Protection		X		
General Appearance of Properties		X		
Appeal to Market		X		

Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, noise) The subject's neighborhood is bounded on the North by Beaufort River and Brickyard Creek, on the East by Beaufort River, on the South by Hermitage Road and on the West Battery Creek. Favorable factors include the presents of schools, houses of worship, major employment and shopping centers.

SITE

Dimensions See Deed Book 417 at Page 361 = 4.45+-Acres [X] Corner Lot

Zoning Classification Boundary Street Redevelopment District (BNSRD) | Present improvements [X] do [ ] do not conform to zoning regulations

Highest and best use: [X] Present use [ ] Other (specify)

	Public	Other (Describe)
Elec.	X	
Gas	X	
Water	X	
San. Sewer	X	
		Underground Elect. & Tel.

OFF SITE IMPROVEMENTS

Street Access: [X] Public [ ] Private

Surface Asphalt

Maintenance: [X] Public [ ] Private

[X] Storm Sewer [X] Curb/Gutter

[X] Sidewalk [X] Street Lights

Topo Predominantly level below road grade with a slight slope towards the marsh

Size 4.45+-Acres

Shape Irregular

View Commercial/Marsh

Drainage Appears Adequate

Is the property located in a HUD Identified Special Flood Hazard Area? [X] No [ ] Yes

Comments (favorable or unfavorable including any apparent adverse easements, encroachments or other adverse conditions) A portion of the subject is located in Zone "C", a portion of it is located in Zone "B" and a portion of it is located in Zone "A-8". According to F.E.M.A. F.I.R.M. 450026 0005D dated 09/29/2986. It is located at the corner of Boundary Street and Ribaut Road. It is currently being used as Beaufort County government buildings, Court House, Jail and parking lot. The area that the proposal easement will be placed on is a narrow strip between Boundary Street and the marshes of Battery Creek.

MARKET DATA ANALYSIS

The undersigned has recited three recent sales of properties most similar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment, reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to, or more favorable than, the subject property, a minus (-) adjustment is made, thus reducing the indicated value of subject; if a significant item in the comparable is inferior to, or less favorable than, the subject property, a plus (+) adjustment is made, thus increasing the indicated value of the subject.

For the Market Data Analysis [X] See grid below. [ ] See narrative attachment.

ITEM	Subject Property	COMPARABLE NO. 1		COMPARABLE NO. 2		COMPARABLE NO. 3	
Address	Boundary St and Ribaut Rd Beaufort, SC 29902	509 Carteret Street Beaufort, SC 29902		1010 Boundary Street Beaufort, SC 29902		806 Boundary Street Beaufort, SC 29902	
Proximity to Subj.		1.02 miles SE		0.71 miles E		0.85 miles E	
Sales Price	$ N/A		$ 325,000		$ 275,000		$ 230,000
Price	$		$ 1,300,000		$ 705,128		$ 851,852
Data Source		Bft.Cnty.Asses./MLS		Bft.Cnty.Asses./MLS		Bft.Cnty.Asses./MLS	
Date of Sale and Time Adjustment	DESCRIPTION	DESCRIPTION	+ (-) $ Adjustment	DESCRIPTION	+ (-) $ Adjustment	DESCRIPTION	+ (-) $ Adjustment
	N/A	06/22/2015		Listed For Sale	-2,750	03/04/2015	
Location	Urban	Urban		Urban		Urban	
Site/View	Commercial/Marsh	Commercial		Commercial		Commercial	
Site Area	4.45+-Acres	0.25+-Acre	+3,476,090	0.39+-Acre	+3,360,220	0.27+-Acre	+3,459,540
Zoning	BNSRD	General Commercial		General Commercial		General Commercial	
Dist.-Map-Parcel	R120 003 0097	R120 004 0734		R120 004 0071		R120 004 0097	
Improvements	None Considered	Old Building		None		None	
Sales or Financing Concessions							
Net Adj. (Total)		[X] Plus [ ] Minus $	3,476,090	[X] Plus [ ] Minus $	3,357,470	[X] Plus [ ] Minus $	3,459,540
Indicated Value of Subject		$	3,801,090	$	3,632,470	$	3,689,540

RECONCILIATION

Comments on Market Data: The purpose of this appraisal is to appraise the subject site before and after the granting of a permanent easement. Since the area of the easement does not affect the utility of the site nor the improvements on the site. The improvements were not taken into consideration in arriving at the before and after value of the site. Comparable number one is the old VonHarten Building, located at the corner of Carteret and King, according to the listing agent little value was applied to the building, as it has sat vacant with no maintenance for the past several years. The purchaser has been renovated/repairing the building since acquiring it. *** See Additional Comments ***

Comments and Conditions of Appraisal: Information used in this appraisal was obtained from Beaufort County public records, the local M.L.S. and my personal files. All information was verified where possible. Since the purpose of this appraisal report is to establish the market value of the subject before and after the granting of a 5 foot by 5 foot permanent easement, the cost and income approach to value are not applicable and were not used in this report. See additional conditions and certifications on the following pages.

Final Reconciliation: A permanent easement typically has a negative affect on value from 25 to 100 percent depending on the location of the easement. Due to the location of the proposed easement, it is my opinion that the subject will be impacted by only 50 percent. As stated in the comments on market data comparable number one does have a structure on it, disregarding the structure it sold for $29.84 per square foot. Comparable number two is un-improved land and the asking price is $16.19 per square foot. Comparable number three sold for $19.56 *** See Additional Comments ***

I ESTIMATE THE MARKET VALUE, AS DEFINED, OF SUBJECT PROPERTY AS OF June 22, 2016 to be $3,683,000

ADDITIONAL COMPARABLES

Intended User: City of Beaufort
Property Address: Boundary St and Ribaut Rd
City: Beaufort County: Beaufort State: SC Zip Code: 29902
Client: City of Beaufort

MARKET DATA ANALYSIS

ITEM	Subject Property	COMPARABLE NO. 4		COMPARABLE NO. 5		COMPARABLE NO. 6	
Address	Boundary St and Ribaut Rd Beaufort, SC 29902	617 Huguenin Drive Beaufort, SC 29902					
Proximity to Subj.		0.40 miles SW					
Sales Price	$ N/A		$ 1,338,000		$		$
Price	$		$ 426115		$		$
Data Source		Bft.Cnty.Asses./MLS					
Date of Sale and Time Adjustment	DESCRIPTION	DESCRIPTION	+ (-) $ Adjustment	DESCRIPTION	+ (-) $ Adjustment	DESCRIPTION	+ (-) $ Adjustment
	N/A	04/17/2015					
Location	Urban	Urban					
Site/View	Commercial/Marsh	Residential/Marsh					
Site Area	4.45+-Acres	3.14+-Acres	+1,084,210				
Zoning	BNSRD	Residential-2	+1,367,780				
Dist.-Map-Parcel	R120 003 0097	R120 003 0359					
Improvements	None Considered						
Sales or Financing Concessions							
Net Adj. (Total)		[X] Plus [ ] Minus $	2,451,990	[ ] Plus [ ] Minus $		[ ] Plus [ ] Minus $	
Indicated Value of Subject		$	3,789,990	$		$	

Comments on Market Data Analysis

ADDITIONAL COMMENTS

Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						

SCOPE OF THE APPRAISAL

I looked at and took pictures of the site. I then researched sales of similar type properties in the Beaufort County area, through the Beaufort County Public Records and the Beaufort Multiple Listing Service. Sales used in this appraisal report were analyzed as to economic and physical factors which affect them and adjusted accordingly. I spoke to Realtors, sellers, or purchasers of the comparables.

The intended user of this report is the client. The intended use of this appraisal report is for internal decision making. This report is subject to the stated scope of work, purpose of the appraisal, and the reporting requirements of this appraisal and the definition of market value as determined by the client. No additional intended users are identified by them. This appraisal report may not meet reporting requirements of other person or originations not shown as intended users. Any additional requirements made by other persons or originations not shown as intended user will result in additional fees.

I certify that I have the knowledge and experience to complete this appraisal assignment. I further certify that I have completed the continuing education requirements for the state of South Carolina.

LEGAL DESCRIPTION

conveyed by deed recorded in the Register of Deeds Office for Beaufort County in Deed Book 417 at Page 361.

INSTRUCTIONS TO APPRAISER

prior to and after the granting of a 5 foot by 5 foot permanent easement as shown attached Exhibit "A"

COMMENTS ON MARKET DATA

Comparable number two is a competitive listing which has been on the market for over 600 days. It consist of three parcels of land located at the corner of Boundary Street and Charles Street.

Comparable number three is located at the corner of Boundary Street and Scott Street.

Comparable number four is most like the subject in size, it however is zone Residential-2 and therefore is inferior.

There have been recent acquisitions of real estate along Boundary Street by Beaufort County, Beaufort County Open Land Trust and the City of Beaufort. These parcels contained building in various conditions. It is not known what if any special concessions were made to the owners of these properties, as two are still occupied by the sellers. Therefore I have chosen not to include them in this report.

Due to the limited amount of data on similar type properties, I have chosen in my opinion the best sales and competitive listings to include in this report.

FINAL RECONCILIATION

per square foot, this property is a corner site as is the subject.

Comparable number four sold for $9.78 per square foot, as stated earlier this site is zone Residential-2 and is inferior to the subject, therefore it required a plus adjustment for zoning.

ADDITIONAL COMMENTS
Page 2

Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						

The indicated per square foot value of commercial property in the down town Beaufort area ranges from $16.19 to $29.84 and a large residential tract sold for $9.78 per square foot. There is an accepted theory that smaller tracts of land sale for more per unit than larger tracts. Therefore it is my opinion that the subject's indicated market value as of the date of this report wad $19.00 per square foot.

As stated earlier the easement area is 25 square feet, using a per square foot value of $19.00, the indicated market value of the site were the requested easement would be placed is $475.00, which I rounded to $480.00. However as stated earlier, easements typically do not command full value. Therefore in my opinion the granting of the easement will have a negative affect on the subject in the amount of $240.00.

In my opinion the subject's market value prior to granting the easement was $3,682,998.00, which I rounded to $3,683,000.00 and after granting the easement the market value of the subject will be $3,682,760.00

File No. 116056

USPAP COMPLIANCE ADDENDUM

Borrower or Owner: City of Beaufort
Property Address: Boundary St and Ribaut Rd
City: Beaufort | County: Beaufort | State: SC | Zip Code: 29902
Lender or Client: City of Beaufort

Purpose of the Appraisal

To develop an opinion of market value, prior to and after the granting of a permanent easement.

Scope of Work

The scope of the appraisal requires compliance with the Uniform Standards of Professional Appraisal Practice promulgated by the Appraisal Standards Board of The Appraisal Foundation. All data regarding the property has been considered.

I have considered relevant competitive listings and/or contract offerings in the performance of this appraisal and in the trending information reported in this section. If a trend is indicated, I have attached an addendum providing relevant competitive listings/contract offering data.

Report of the prior sales history for the subject property

Is the subject property currently listed? [ ] Yes [X] No List Price: $ _____

Has the property sold during the prior three years? [ ] Yes [X] No If yes, describe below

Exposure Time

What is your estimate of exposure time for the subject property? 24 months Describe below the basis (rationale) for your estimate?

Based on market research of similar type properties in the area, discussion with local realtors and my personal files.

Non-real property transfers

Does the transaction involve the transfer of personal property, fixtures, or intangibles that are not real property? [ ] Yes [X] No

If yes, provide description and valuation below.

Additional Limiting Conditions or Additional Comments

Since the improvements on the subject will not be affected by the proposed easment, they were not considered in this report. The subject is being appraised as vacant available to be put to it's highest and best use. The cost approach and the income approach were not used in this appraisal.

Additional Certification Statements or Additional Comments

Date: July 6, 2016 Appraiser(s): Robert J. Bundy

Robert J. Bundy

Date: _____ Review Appraiser(s): _____

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File No. 116056

PHOTOGRAPH ADDENDUM

Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						



FRONT VIEW OF
SUBJECT PROPERTY



REAR VIEW OF
SUBJECT PROPERTY

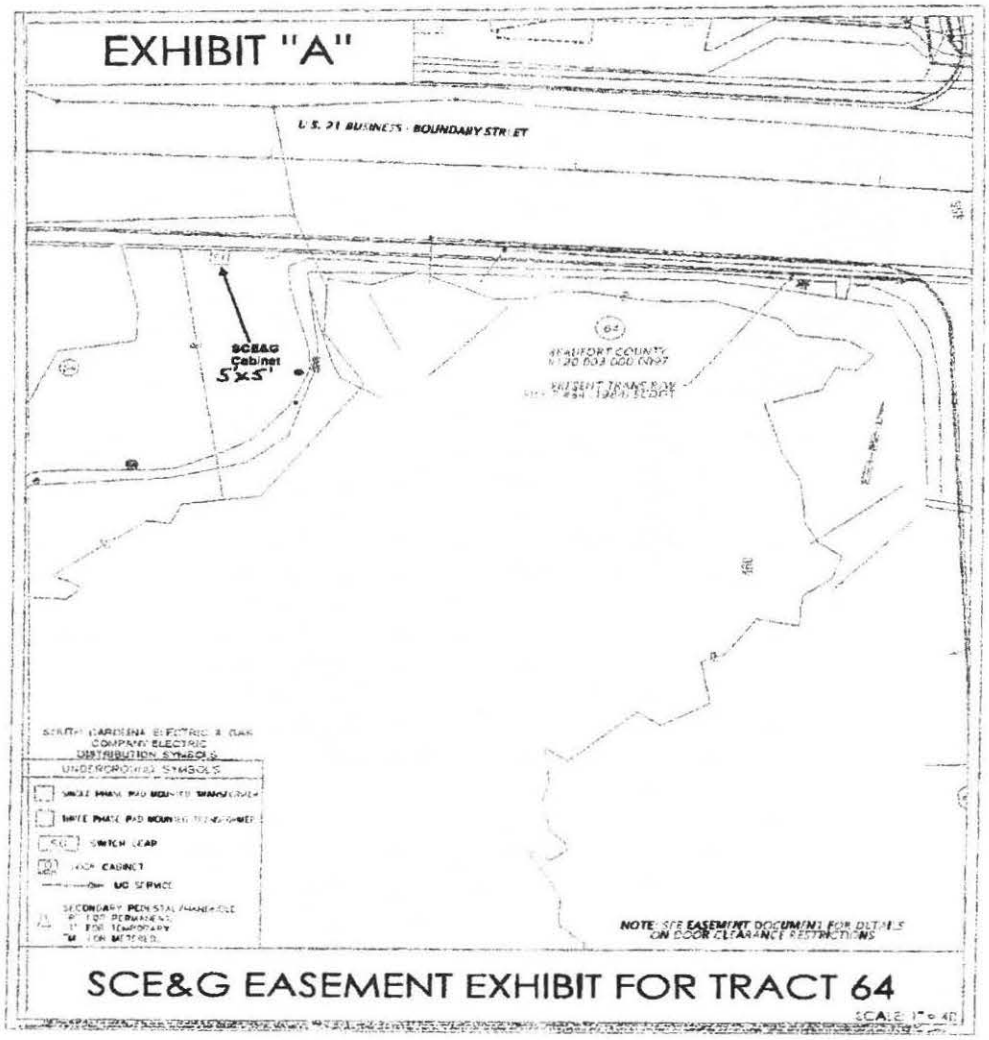


STREET SCENE OF
SUBJECT PROPERTY

File No. 116056

SITE PLAN

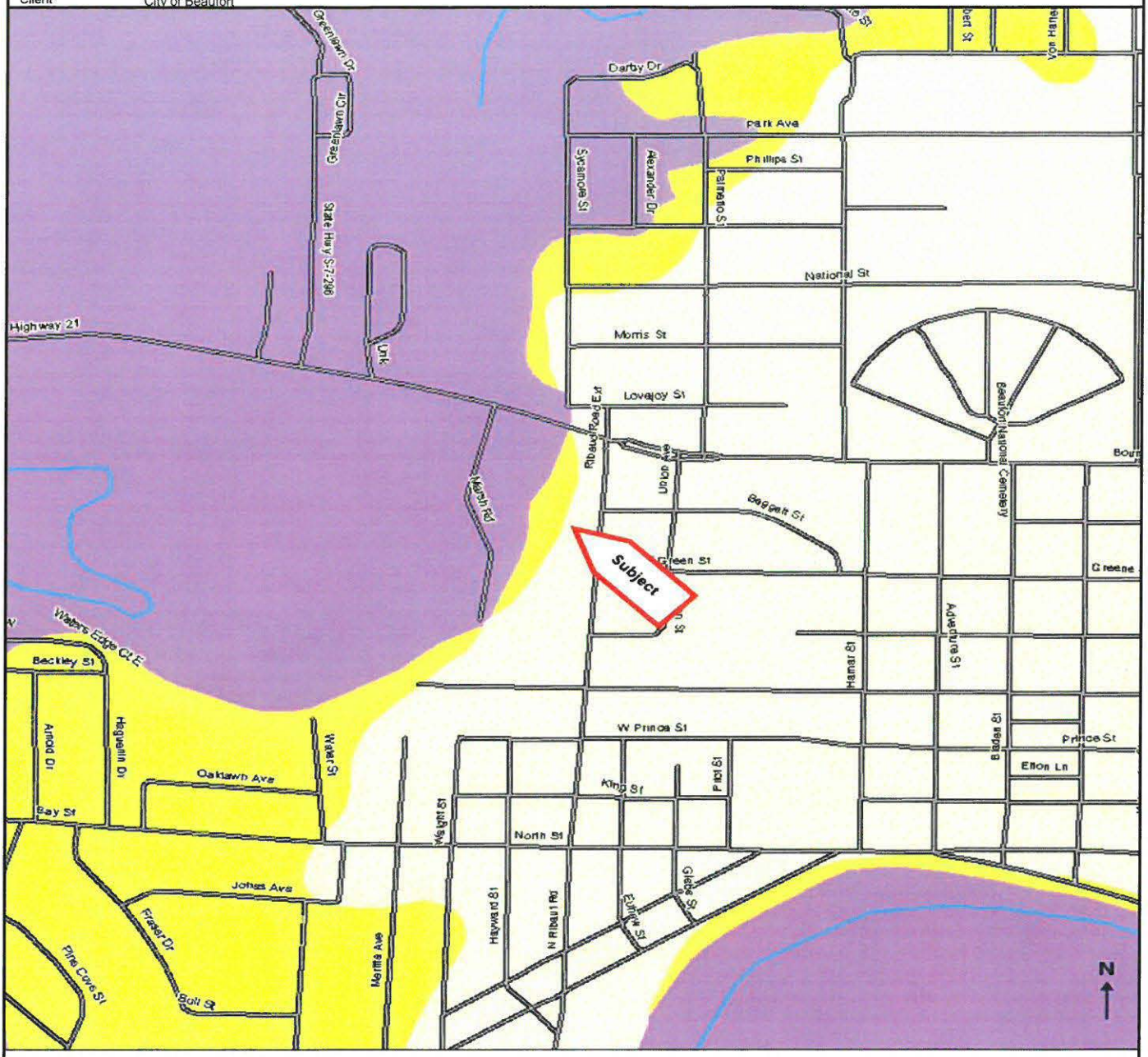
Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						



File No. 116056

FLOOD MAP

Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						



Flood Zones

- Areas inundated by 500-year flooding
- Areas outside of the 100- and 500-year flood plains
- Areas inundated by 100-year flooding
- Areas inundated by 100-year flooding with velocity hazard
- Floodway areas
- Floodway areas with velocity hazard
- Areas of undetermined but possible flood hazards
- Areas not mapped on any published FIRM

Flood Zone Determination

Latitude: 32.438665
Longitude: -80.686146
Community Name:
BEAUFORT, CITY OF
Community: 450026
SFHA (Flood Zone): No
Within 250 ft. of multiple flood zones: Yes
Zone: C
Map #: 4500260005D
Panel: 0005D
Panel Date: 09/29/1986
FIPS Code: 45013
Census Tract: 0007.00

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File No. 116056

PHOTOGRAPH ADDENDUM

Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						



COMPARABLE #1

509 Carteret Street
Beaufort, SC 29902

Price	$325,000
Price/SF	1,300,000
Date	06/22/2015
Living Area	0.25+-Acre
Value Indication	$3,801,090



COMPARABLE #2

1010 Boundary Street
Beaufort, SC 29902

Price	$275,000
Price/SF	705,128
Date	Listed For Sale
Living Area	0.39+-Acre
Value Indication	$3,632,470



COMPARABLE #3

806 Boundary Street
Beaufort, SC 29902

Price	$230,000
Price/SF	851,852
Date	03/04/2015
Living Area	0.27+-Acre
Value Indication	$3,689,540

File No. 116056

PHOTOGRAPH ADDENDUM

Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						



COMPARABLE #4

617 Huguenin Drive
Beaufort, SC 29902

Price	$1,338,000
Price/SF	426,115
Date	04/17/2015
Living Area	3.14+-Acres
Value Indication	$3,789,990

COMPARABLE #5

Price	$
Price/SF	
Date	
Living Area	
Value Indication	$

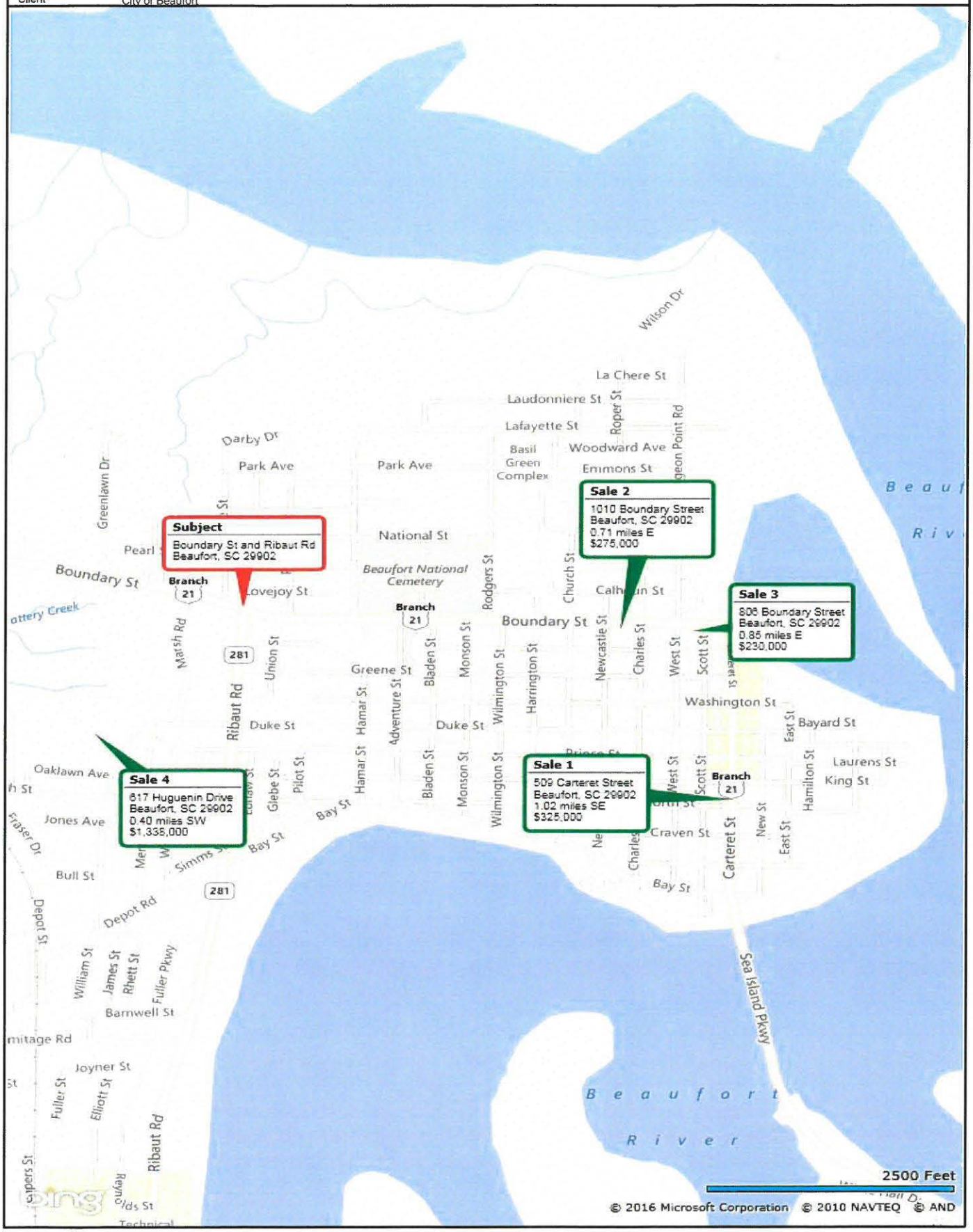
COMPARABLE #6

Price	$
Price/SF	
Date	
Living Area	
Value Indication	$

File No. 116056

Location Map

Intended User	City of Beaufort						
Property Address	Boundary St and Ribaut Rd						
City	Beaufort	County	Beaufort	State	SC	Zip Code	29902
Client	City of Beaufort						



This appraisal report is subject to the scope of work, intended use, intended user, definition of market value, statement of assumptions and limiting conditions, and certifications. The appraiser may expand the scope of work to include any additional research or analysis necessary based on the complexity of this appraisal assignment.

SCOPE OF WORK: The scope of work for this appraisal is defined by the complexity of this appraisal assignment and the reporting requirements of this appraisal report form, including the following definition of market value, statement of assumptions and limiting conditions, and certifications. The appraiser must, at a minimum: (1) perform a complete visual inspection of the subject property, (2) inspect the neighborhood, (3) inspect each of the comparable sales from at least the street, (4) research, verify, and analyze data from reliable public and/or private sources, and (5) report his or her analysis, opinions, and conclusions in this appraisal report.

DEFINITION OF MARKET VALUE: The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he or she considers his or her own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions* granted by anyone associated with the sale.

*Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgment.

STATEMENT OF ASSUMPTIONS AND LIMITING CONDITIONS: The appraiser's certification in this report is subject to the following assumptions and limiting conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it, except for information that he or she became aware of during the research involved in performing this appraisal. The appraiser assumes that the title is good and marketable and will not render any opinions about the title.

2. The appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in this appraisal report whether any portion of the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.

3. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand, or as otherwise required by law.

4. The appraiser has noted in this appraisal report any adverse conditions (such as the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property or that he or she became aware of during the research involved in performing this appraisal. Unless otherwise stated in this appraisal report, the appraiser has no knowledge of any hidden or unapparent deficiencies or adverse conditions of the property (such as, but not limited to, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) that would make the property less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, this appraisal report must not be considered as an environmental assessment of the property.

APPRAISER'S CERTIFICATION: The Appraiser certifies and agrees that:

1. I have, at a minimum, developed and reported this appraisal in accordance with the scope of work requirements stated in this appraisal report.

2. I performed a complete visual inspection of the subject property.

3. I performed this appraisal in accordance with the requirements of the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.

4. I developed my opinion of the market value of the real property that is the subject of this report based on the sales comparison approach to value. I have adequate comparable market data to develop a reliable sales comparison approach for this appraisal assignment. I further certify that I considered the cost and income approaches to value but did not develop them, unless otherwise indicated in this report.

5. I researched, verified, analyzed, and reported on any current agreement for sale for the subject property, any offering for sale of the subject property in the twelve months prior to the effective date of this appraisal, and the prior sales of the subject property for a minimum of three years prior to the effective date of this appraisal, unless otherwise indicated in this report.

6. I researched, verified, analyzed, and reported on the prior sales of the comparable sales for a minimum of one year prior to the date of sale of the comparable sale, unless otherwise indicated in this report.

7. I selected and used comparable sales that are locationally, physically, and functionally the most similar to the subject property.

8. I have reported adjustments to the comparable sales that reflect the market's reaction to the differences between the subject property and the comparable sales.

9. I verified, from a disinterested source, all information in this report that was provided by parties who have a financial interest in the sale of the subject property.

10. I have knowledge and experience in appraising this type of property in this market area.

11. I am aware of, and have access to, the necessary and appropriate public and private data sources, such as multiple listing services, tax assessment records, public land records and other such data sources for the area in which the property is located.

12. I obtained the information, estimates, and opinions furnished by other parties and expressed in this appraisal report from reliable sources that I believe to be true and correct.

13. I have taken into consideration the factors that have an impact on value with respect to the subject neighborhood, subject property, and the proximity of the subject property to adverse influences in the development of my opinion of market value. I have noted in this appraisal report any adverse conditions (such as, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) observed during the inspection of the subject property or that I became aware of during the research involved in performing this appraisal. I have considered these adverse conditions in my analysis of the property value, and have reported on the effect of the conditions on the value and marketability of the subject property.

14. I have not knowingly withheld any significant information from this appraisal report and, to the best of my knowledge, all statements and information in this appraisal report are true and correct.

15. I stated in this appraisal report my own personal, unbiased, and professional analysis, opinions, and conclusions, which are subject only to the assumptions and limiting conditions in this appraisal report.

16. I have no present or prospective interest in the property that is the subject of this report, and I have no present or prospective personal interest or bias with respect to the participants in the transaction. I did not base, either partially or completely, my analysis and/or opinion of market value in this appraisal report on the race, color, religion, sex, age, marital status, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property or of the present owners or occupants of the properties in the vicinity of the subject property or on any other basis prohibited by law.

17. My employment and/or compensation for performing this appraisal or any future or anticipated appraisals was not conditioned on any agreement or understanding, written or otherwise, that I would report (or present analysis supporting) a predetermined specific value, a predetermined minimum value, a range or direction in value, a value that favors the cause of any party, or the attainment of a specific result or occurrence of a specific subsequent event.

18. I personally prepared all conclusions and opinions about the real estate that were set forth in this appraisal report. If I relied on significant real property appraisal assistance from any individual or individuals in the performance of this appraisal or the preparation of this appraisal report, I have named such individual(s) and disclosed the specific tasks performed in this appraisal report. I certify that any individual so named is qualified to perform the tasks. I have not authorized anyone to make a change to any item in this appraisal report; therefore, any change made to this appraisal is unauthorized and I will take no responsibility for it.

19. I identified the client in this appraisal report who is the individual, organization, or agent for the organization that ordered and will receive this appraisal report.

20. I am aware that any disclosure or distribution of this appraisal report by me or the client may be subject to certain laws and regulations. Further, I am also subject to the provisions of the Uniform Standards of Professional Appraisal Practice that pertain to disclosure or distribution by me.

21. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

SUPERVISORY APPRAISER'S CERTIFICATION: The Supervisory Appraiser certifies and agrees that:

1. I directly supervised the appraiser for this appraisal assignment, have read the appraisal report, and agree with the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.

2. I accept full responsibility for the contents of this appraisal report including, but not limited to, the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.

3. The appraiser identified in this appraisal report is either a sub-contractor or an employee of the supervisory appraiser (or the appraisal firm), is qualified to perform this appraisal, and is acceptable to perform this appraisal under the applicable state law.

4. This appraisal report complies with the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.

5. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

APPRAISER

Signature Robert J. Bundy
Name Robert J. Bundy
Company Name BUNDY APPRAISAL & MANAGEMENT, INC.
Company Address P O BOX 1225,1204 BOUNDARY STREET
BEAUFORT, SC 29901
Telephone Number 843-524-2207
Email Address ROBERT@BUNDYINC.COM
Date of Signature and Report July 6, 2016
Effective Date of Appraisal June 22, 2016
State Certification # CG110
or State License #
or Other State #
State SC
Expiration Date of Certification or License 6/30/2018

ADDRESS OF PROPERTY APPRAISED
Boundary St and Ribaut Rd
Beaufort, SC 29902
APPRAISED VALUE OF SUBJECT PROPERTY $ 3,683,000
CLIENT
Name Mr. Sammy Negron
Company Name City of Beaufort
Company Address 1911 Boundary Street
Beaufort, SC 29902
Email Address

SUPERVISORY APPRAISER (ONLY IF REQUIRED)

Signature
Name
Company Name
Company Address
Telephone Number
Email Address
Date of Signature
State Certification #
or State License #
State
Expiration Date of Certification or License

SUBJECT PROPERTY

☐ Did not inspect subject property
☐ Did inspect exterior of subject property from street
Date of Inspection
☐ Did inspect interior and exterior of subject property
Date of Inspection

COMPARABLE SALES

☐ Did not inspect exterior of comparable sales from street
☐ Did inspect exterior of comparable sales from street
Date of Inspection

COUNTY COUNCIL OF BEAUFORT COUNTY
BEAUFORT COUNTY ENGINEERING DEPARTMENT
104 Industrial Village Road, Building #3, Beaufort, SC 29906
Post Office Drawer 1228, Beaufort, SC 29901-1228
Telephone: 843-255-2700 Facsimile: 843-255-9420

TO: Councilman Gerald Dawson, Chairman, Public Facilities Committee

VIA: Gary Kubic, County Administrator
Tom Keaveny, County Attorney

FROM: Robert McFee, PE, Division Director for Construction, Engineering & Facilities

SUBJ: **Segment 7 of the Spanish Moss Trail - Easement Agreement**

DATE: July 26, 2016

BACKGROUND. In order to promote the safe use of Segment 7 of the Spanish Moss Trail which extends from Roseida Road to Clarendon Road, an easement must be acquired to safely conduct Trail users through the Highway US 21 and Laurel Bay Road (S-7-116) intersection. To this end, CMH OF KY, Inc., has executed an easement agreement granting Beaufort County a permanent 25' easement across its property – R100 025 000 0332 0000. The $22,000 consideration for the easement will be paid by the PATH Foundation on behalf of the County. Two temporary easements for Trail construction within the easement area are also being granted. Attached are a location map and the easement agreement document.

FOR ACTION. Public Facilities Committee on August 15, 2016.

RECOMMENDATION. The Public Facilities Committee approve and recommend to County Council the acceptance of the easement at, or near, the Highway 21 – Laurel Bay Road intersection.

JRM/EK/mjh

Attachments: 1) Location Map
2) Easement Agreement

cc: David Wilhelm

Z:/easement/SMT/Seg7US21-SC116

COPY

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

EASEMENT AGREEMENT

This Easement Agreement is made this 19 day of July, 2016, by and between **CMH OF KY INC.**, a Corporation Sole (the "Grantor"), ~~and~~ **Beaufort County**, a political subdivision of the State of South Carolina (the "Grantee").

WITNESSETH

WHEREAS, Beaufort County, South Carolina is establishing, developing and constructing multi – use recreational trails to include the Spanish Moss Trail; and

WHEREAS, these multi - use trails are for the intended use of non-motorized activities such as walking, jogging, inline skating, roller blading, skate boarding and bicycling; and

WHEREAS, to provide for the safe use of Segment 7 of the Spanish Moss Trail, extending from Roseida Road to Clarendon Rd., certain easements must be acquired to direct trail users safely through the Highway 21- Highway 116 intersection;

NOW, THEREFORE

KNOW ALL MEN BY THESE PRESENTS, THAT GRANTOR, in the State aforesaid, for and in consideration of the sum of twenty-two thousand and no hundreds dollars ($22,000), to it in hand paid at and before the sealing of these presents by **the PATH Foundation** on behalf of the Grantee, **Beaufort County, a political subdivision of the State of South Carolina**, having an address of P.O. Drawer 1228, Beaufort, South Carolina 29901-1228, the receipt whereof is hereby acknowledged, has granted and conveyed, and by these presents does grant and convey unto the said Beaufort County, its successors and assigns, a perpetual, non-exclusive easement for **location, operation and maintenance of the Spanish Moss Trail , and a temporary additional non–exclusive easement for the construction of the Trail,** as shown on the attached plat incorporated herein as Exhibit A,
on, over and across certain lands of the Grantor described as follows:

> All that certain tract of real property, situate, lying and being on Port Royal Island, Beaufort County, South Carolina, consisting of 3.787 acres, more or less, constituting a portion of the real property designated as Lot 63, Section 27, 1N2W on the plat of Beaufort County prepared by the United States Direct Tax Commission; and shown as Lot 2 on a plat prepared by Zyad A. Khalil, R.L.S. dated June 11, 2002, a copy of which is recorded with the Registrar of Deeds Office for Beaufort County, South Carolina in Plat Book 89 at Page 122.

The easement is granted and accepted subject to the following terms:

1. This easement is conveyed subject to all other easements, licenses, and conveyances of record and is subject to the rights herein reserved by the Grantor, its successors and assigns, to utilize the Grantor's property at any time, in any manner, and for any purpose, provided, however, that such use by the Grantor shall not be inconsistent with or prevent the full utilization by Beaufort County (hereinafter, the "County") and the general public of the rights and privileges granted herein.

2. The County agrees to plan, lay out and build a trail for pedestrian and bicycle travel for the general public upon the Easement Property, and further agrees that the use of, access to, and travel upon said pathway shall be under the exclusive control of the County and that the County shall at all times comply with all applicable laws, rules, codes, and regulations.

3. Neither the Grantor, its successors and assigns, nor it tenants, shall be liable for any damages, suits or liabilities whatsoever arising from the County's exercise of its easement rights hereunder, including construction and maintenance of the trail, or arising out of the use of the Easement Property, the trail, or any other improvements constructed pursuant hereto by any person or persons. By granting the rights herein, the Grantor accepts no liability for damages, claims, or liabilities whatsoever arising out of any party's use of the Easement Property or the trail contained in the easement.

TO HAVE AND TO HOLD, all and singular, the rights, privileges, and easements aforesaid unto **Beaufort County**, its successors and assigns, forever.

COPY

(The rest of this page is intentionally left blank.)

COPY

IN WITNESS WHEREOF, the parties hereto have caused the within Easement Agreement to be executed by their duly authorized officer(s) on this 24th day of May, 2016.

Witnesses:

1st Witness

2nd Witness

GRANTOR
CMH of KY., Inc.

By: _____

Its: CFO

Attest: _____

Its: Asst Sec

STATE OF TENNESSEE)
) **ACKNOWLEDGEMENT**
COUNTY OF Blount)

I, the undersigned Notary Public, do hereby certify that the proper officials for CMH of KY., Inc. personally appeared before me this day and, in the presence of the two witnesses above named, acknowledged the due execution of the forgoing instrument.

Witness my hand and seal this 24 day of May, 2016.

Laura N. Mohr
Notary Public for Tennessee

My Commission expires: 7-27-16

LAURA N. MOHR
STATE OF TENNESSEE NOTARY PUBLIC
BLOUNT COUNTY

NOTES

1. THIS LOT LIES IN FLOOD ZONE C, FIRM PANEL 0065-D COMMUNITY 450025.

LEGEND

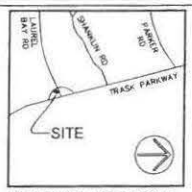
△ WETLAND FLAG

REFERENCE

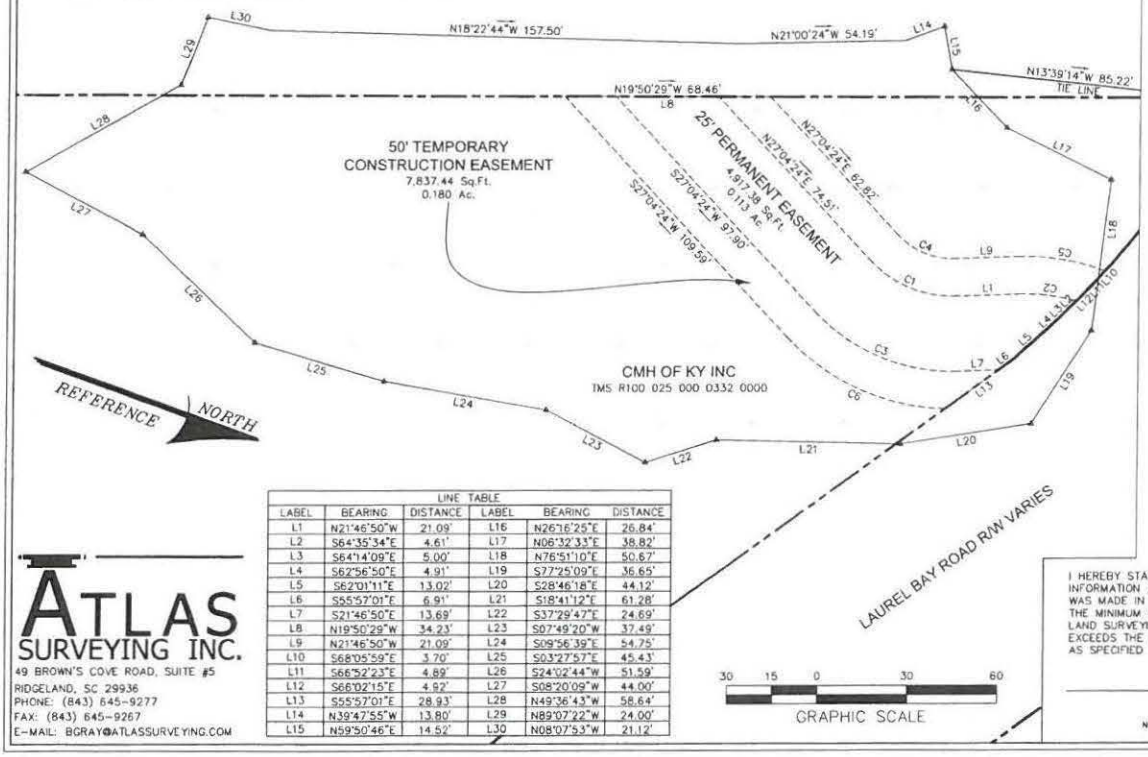
1. SPANISH MOSS TRAIL EASEMENT PLAN EXHIBIT. DATE: 02-04-16 BY: WARD EDWARDS ENGINEERING
2. A BOUNDARY SURVEY OF PORT ROYAL RAILROAD, BEAUFORT COUNTY, SOUTH CAROLINA DATE: 07-15-08 BY: WILLIAM H. GRAY, JR. S.C.R.L.S. No. 22744

SPANISH MOSS TRAIL 100' R/W

CURVE TABLE					
LABEL	RADIUS	ARC	CHORD	CHORD BEARING	DELTA
C1	37.50'	31.97'	31.01'	N02°38'47"E	48°51'14"
C2	62.50'	19.34'	19.26'	S12°55'03"E	17°43'34"
C3	62.50'	53.29'	51.69'	N02°38'47"E	48°51'14"
C4	25.00'	21.32'	20.68'	N02°38'47"E	48°51'14"
C5	75.00'	29.50'	29.31'	S10°30'49"E	22°32'01"
C6	75.00'	59.43'	57.89'	N04°22'24"E	45°24'00"



VICINITY MAP NOT TO SCALE



LINE TABLE					
LABEL	BEARING	DISTANCE	LABEL	BEARING	DISTANCE
L1	N21°46'50"W	21.09'	L16	N26°16'25"E	26.84'
L2	S64°35'34"E	4.61'	L17	N06°32'33"E	38.82'
L3	S64°14'09"E	5.00'	L18	N76°51'10"E	50.67'
L4	S62°56'50"E	4.91'	L19	S77°25'09"E	36.65'
L5	S62°01'11"E	13.02'	L20	S28°46'18"E	44.12'
L6	S55°57'01"E	6.91'	L21	S18°41'12"E	61.28'
L7	S21°46'50"E	13.69'	L22	S37°29'42"E	24.69'
L8	N19°50'29"W	34.23'	L23	S07°49'20"W	37.49'
L9	N21°46'50"W	21.09'	L24	S09°56'39"E	54.75'
L10	S68°05'59"E	3.70'	L25	S03°27'57"E	45.43'
L11	S66°52'23"E	4.89'	L26	S24°02'44"W	51.59'
L12	S66°02'15"E	4.92'	L27	S08°20'09"W	44.00'
L13	S55°57'01"E	28.93'	L28	N49°36'43"W	58.64'
L14	N39°47'55"W	13.80'	L29	N89°07'22"W	24.00'
L15	N59°50'46"E	14.52'	L30	N08°07'53"W	21.12'

30 15 0 30 60

GRAPHIC SCALE

PREPARED FOR:
WARD EDWARDS ENGINEERING
AN EASEMENT PLAT OF

SPANISH MOSS TRAIL
PROPOSED EASEMENT

A PORTION OF TAX PARCEL No. R100 025 000 0332 0000
BEAUFORT
BEAUFORT COUNTY, SOUTH CAROLINA

FIELD CHECK: WHG
DATE: 04-11-16
SCALE: 1"=30'
PROJECT No.: 15113
FILE: 15113 EASDWG

SOUTH CAROLINA CERTIFICATE OF AUTHORIZATION ATLAS SURVEYING, INC. No. C04285

SOUTH CAROLINA PROFESSIONAL LAND SURVEYOR No. 22744 WILLIAM H. GRAY, JR.

I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION , AND BELIEF, THE SURVEY SHOWN HEREIN WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE MINIMUM STANDARDS MANUAL FOR THE PRACTICE OF LAND SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

WILLIAM H. GRAY, JR.
S.C.P.L.S. No. 22744
NOT VALID UNLESS CRIMPED WITH SEAL

ATLAS SURVEYING INC.
49 BROWN'S COVE ROAD, SUITE #5
RIDGELAND, SC 29936
PHONE: (843) 645-9277
FAX: (843) 645-9267
E-MAIL: BGRAY@ATLASSURVEYING.COM

COPY

SPANISH MOSS TRAIL, SEGMENT 7, PROPOSED EASEMENT



August 2, 2016

1:6,729

0 0.075 0.15 0.3 mi

0 0.125 0.25 0.5 km

Road Classifications

- <all other values>
- STATE, PAVED
- STATE, UNPAVED
- COUNTY, PAVED
- COUNTY, UNPAVED
- PRIVATE, PAVED
- PRIVATE, UNPAVED
- PRIVATE, UNDETERMINED
- TOWN, PAVED
- TOWN, UNPAVED
- MILITARY / PAVED
- MILITARY / UNPAVED
- Parcels

The information and images contained on this web site are for viewing and informational purposes only. Although much of the data is compiled from official sources, such as deeds and plats, it is not intended to be used as such. Please contact the appropriate Beaufort County Office for official or original documents.

BEAUFORT COUNTY PUBLIC WORKS
120 Shanklin Road
Beaufort, South Carolina 29906
Voice (843) 255-2805 Facsimile (843) 255-9478

INTEROFFICE MEMORANDUM

TO: **Gerald Dawson, Chairman, Public Facilities Committee**

FROM: **Eric W. Larson, Environmental Engineering Division Director**

SUBJECT: **MOA with SCDOT for Debris Management on State Roads**

DATE: **August 15, 2016**

Since 2011, and likely before, the County has had an agreement with the SC Department of Transportation related to the removal and disposal of storm related debris on state roads. This agreement allowed the County to perform an initial push to clear state roads after a disaster and to remove debris from specified state roads with SCDOT approval. FEMA will not reimburse for removal of debris from roads for which you do not have maintenance responsibility or an agreement from the owner authorizing debris removal. Back in April 2015, South Carolina counties were contacted by SCDOT asking each county to consider a revised agreement. We have been in discussion and negotiation since that time trying to resolve the differences between the proposed agreements and our current MOA. On July 15, 2016, SCDOT again notified the County to consider a new agreement AND declared our 2011 agreement null and void.

Staff is concerned that the expected level of service by our citizens will prompt the need for timely removal on subdivision streets throughout the County that are owned and maintained by the SCDOT. With the "Push and Removal" agreement, the staff's opinion is that the unreimbursed cost of the debris removal is too significant for the County to incur. The alternate "First Push" only agreement will mean that state roads considered "local", which is a significant number of subdivision streets, will remain uncleaned after the initial 70 hour push until the DOT begins their operations. Staff does not have a preference for either the "First Push" or the "Push and Removal" agreement, but does caution that the "First Push" agreement will not allow debris removal like the voided agreement and does note that the "Push and Removal" agreement will have a huge financial impact on the County compared to the older, voided agreement.

Although it is highly unlikely we will ever need to activate the "local roads" agreement, this agreement is a fail-safe plan that allows us to seek help from DOT if needed. Staff's opinion is that there is no advantage to doing this in advance. Since specific roads have to be listed and attached as part of the agreement, this document would have to be written and signed after an event occurred and the need has been identified.

The table on the next page is a summary of the major points of the agreements.

	Notification	**Initial Push (aka. Cut & Toss)**	**First Pass debris removal**	**2nd, 3rd, etc. debris removal**	**Potential cost to County**
2011 "Push and Pass" Agreement	Permission from DOT needed	County receives 100% reimbursement from FEMA	County receives 100% reimbursement from *FHWA*	County applies for 75% reimburse-ment from FEMA. DOT will not reimburse remaining 25%	Difficult to estimate 25% of 2nd and 3rd passes and final disposal
Proposed "First Push" Agreement	Permission from DOT needed. We have requested consideration to have automatic authorization on select routes	County receives 100% reimbursement from FEMA	NO removal of debris during road clearing phase	Not Applicable	$0.00 for work performed within the first 70 hours. Time & material basis for reimbursement
Proposed "Push and Removal" (Pass) Agreement	Permission from DOT needed. We have requested consideration to have automatic authorization on select routes	County receives 100% reimbursement from FEMA/DOT	County receives 75% reimbursement from FEMA. DOT will not reimburse remaining 25%	County receives 75% reimburse-ment from FEMA. DOT will not reimburse remaining 25%	**Per our Debris Mgt. Plan, for an average event, the estimated match could be $915,000. On a large event, the estimated 25% could be $2.1 million.**
"Local Road" Agreement	Request to DOT From local government needed	DOT receives 100% reimbursement from FEMA	DOT receives 75% reimbursement from FEMA/25% reimbursement from County	DOT reimburse-ment from FEMA/25% local portion from County	**Per our Debris Mgt. Plan, for an average event, the estimated 25% local match could be $915,000. On a large event, the estimated 25% could be $2.1 million.** End result is the same since this is work we would have to pay with or without DOT assistance.

*Laws have changed since 2011 and reimbursement for debris removal by FHWA is no longer in place and now covered by FEMA under the 75/25 Rule

MEMORANDUM OF AGREEMENT

between

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

and

_____

This Memorandum of Agreement ("Agreement") is made and entered into this ___ day of _____, 20**15**, by and between **SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION** ("**SCDOT"**) and **_____,** ("the **LOCAL GOVERNMENT"**).

WHEREAS, during a declared State of Emergency declared by the Governor, the LOCAL GOVERNMENT may be called upon to perform certain functions, including disaster-related, debris clearing and clean-up activities on the maintained rights-of-way of LOCAL GOVERNMENT maintained roads and bridges; and

WHEREAS, it is the policy of SCDOT and the LOCAL GOVERNMENT to cooperate with each other to maximize the use and allocation of the resources with which each are entrusted; and

WHEREAS, the LOCAL GOVERNMENT has requested this Agreement so that it will have the opportunity to request SCDOT to perform certain disaster-related, debris clearing and clean-up activities on LOCAL GOVERNMENT maintained rights-of-way during times of emergency in order to assure that its citizens are served and protected; and

WHEREAS, the implementation of this Agreement will be based on the occurrence of severe disasters that could affect LOCAL GOVERNMENT maintained roads and bridges within the LOCAL GOVERNMENT's geographical boundaries; and

WHEREAS, this Agreement is in the best interest of both parties to facilitate the most practical, economical and expeditious performance of disaster-related, debris clean-up activities, where needed.

NOW THEREFORE, the parties agree as follows:

I. Project Description:

A. In the event of any declared State of Emergency affecting areas within the LOCAL GOVERNMENT's geographical boundaries, this Agreement may be implemented to permit SCDOT to conduct disaster-related "First Push" and "Debris Removal" activities on designated LOCAL GOVERNMENT maintained roadway(s).

"First Push" is defined as the initial operation to clear the roadway, which includes cut and toss operations to push debris out of the traveled way. "Cut and Toss" means cutting and/or pushing the debris off of the roadway sufficiently to allow safe vehicular traffic on all traveled ways.

"Debris Removal" is the clearance, removal, and/or disposal of items such as trees, woody debris, sand, mud, silt, gravel, building components, wreckage, vehicles, and personal property. The work must be necessary to:

- Eliminate an immediate threat to lives, public health and safety
- Eliminate immediate threats of significant damage to improved public or private property
- Ensure the economic recovery of the affected community to the benefit of the community-at-large
- Mitigate the risk to life and property by removing substantially damaged structures and associated appurtenances

Examples of "Debris Removal" activities include:

- "Debris Removal" from a street or highway to allow the safe passage of emergency vehicles
- "Debris Removal" from public property to eliminate health and safety hazards, this includes maintained rights-of-way

B. To implement this Agreement, the LOCAL GOVERNMENT must make a request to the SCDOT District Engineering Administrator (DEA), or his or her designee, for implementation. Upon receiving such request, LOCAL GOVERNMENT may assign to the SCDOT, the responsibility for "First Push" and "Debris Removal" activities within the confines of the LOCAL GOVERNMENT's boundaries along the LOCAL GOVERNMENT maintained routes included in Exhibit "A" as requested by LOCAL GOVERNMENT and agreed upon by SCDOT pursuant to Section III and Section IV, herein. Exhibit "A" **may include multiple lists identified by option to allow a varied response based on the severity of the emergency.**

C. The "First Push" and "Debris Removal" activities will be performed in accordance with Federal Emergency Management Agency ("FEMA") rules, regulations, and procedures. (See FEMA Public Assistance Guide, FEMA 322, etc.).

II. LOCAL GOVERNMENT Responsibilities:

A. LOCAL GOVERNMENT's may request implementation of this Agreement orally and follow up in writing to direct the SCDOT to perform services under the terms of this Agreement.

B. LOCAL GOVERNMENT does not guarantee that any work or services will be authorized pursuant to this Agreement.

C. LOCAL GOVERNMENT reserves the right to inspect all work undertaken pursuant to this Agreement.

D. LOCAL GOVERNMENT will be responsible for the local match share of eligible expenses on roads maintained by LOCAL GOVERNMENT that is not reimbursed by the appropriate federal agency.

E. If this Agreement is implemented, LOCAL GOVERNMENT retains responsibility for the clearance of and debris removal from those LOCAL GOVERNMENT maintained roadways and bridges, and portions thereof, not specifically included in the LOCAL GOVERNMENT's request as identified in Exhibit "A" and authorized pursuant to this Agreement.

III. SCDOT Responsibilities:

A. To implement this Agreement, LOCAL GOVERNMENT will request to SCDOT orally and follow-up in writing to proceed with "First Push" and "Debris Removal" activities on LOCAL GOVERNMENT maintained roadways and bridges as identified in Exhibit "A." When applicable, the request shall identify the option in Exhibit "A" that is being implemented.

B. SCDOT will ensure that all "First Push" and "Debris Removal" activities performed are in accordance with the terms and conditions of FEMA policies and procedures.

C. SCDOT will apply directly to FEMA, through SCEMD, for reimbursement for work performed by SCDOT or its contractors on LOCAL GOVERNMENT maintained roadways and bridges and will ensure that all "First Push" and "Debris Removal" activities performed are in accordance with FEMA policies and procedure. SCDOT cannot and does not guarantee reimbursement by FEMA.

D. SCDOT will seek reimbursement from LOCAL GOVERNMENT for any unreimbursed expenses for work performed on LOCAL GOVERNMENT maintained roads.

E. SCDOT will certify that any of its pre-disaster contracts with third parties for "First Push" and "Debris Removal" activities for which it intends to seek reimbursement shall:

1. Be competitively and openly bid by SCDOT;

2. Mandate compliance with the requirements of the National Environmental Policy Act (NEPA) of 1969 and all FEMA policies and procedures.

F. SCDOT will be responsible for all claims and damages resulting from negligent equipment operation performed by the SCDOT pursuant to this Agreement within the limits of the SC Tort Claims Act, and will require its contractors to maintain customary general liability insurance for any work they perform.

IV. TERMINATION

A. Either party may unilaterally terminate this Agreement with 30-day's prior notice in writing.

B. Failure to perform: LOCAL GOVERNMENT may cancel this agreement and resume the responsibility for performing "First Push" and/or "Debris Removal" activities on LOCAL GOVERNMENT maintained roadways in the event that the SCDOT fails to adequately perform these assigned duties during an emergency response event. This termination will be in writing and will provide a minimum of 72 hours' prior notice.

IN WITNESS WHEREOF, the Parties have caused this Agreement to signed and sealed below.

WITNESS:

_____

_____

Local Government Name

By: _____

Title: _____

Federal ID#_____

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

WITNESS:

_____

By: _____

Deputy Secretary for Engineering or Designee

RECOMMENDED BY:

_____

Title: _____

CERTIFICATION OF SCDOT

I hereby certify that I am the Deputy Secretary for Engineering of the Department of Transportation of the State of South Carolina, or his or her designee. The LOCAL GOVERNMENT or its legal representatives have not been required directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this Agreement to:

(a) employ or retain, or agree to employ or retain, any firm or person or

(b) pay, or agree to pay, to any form, person, or organization, any fee, contribution, donation, or consideration of any kind, except as herein expressly stated (if any).

In accordance with Section 635.105 of Title 23 CFR, I further certify that the work stipulated in this Agreement to be performed by SCDOT can be more advantageously performed by said SCDOT than by the LOCAL GOVERNMENT and that said SCDOT is adequately staffed and suitably equipped to undertake and satisfactorily complete such work under the terms of this Agreement.

I acknowledge that this certificate is to be furnished to FEMA or the Federal Highway Administration, U. S. Department of Transportation, in connection with this Agreement, and is subject to applicable State and Federal Laws, both criminal and civil.

_____ _____

(Date) (Deputy Secretary for Engineering or Designee)

CERTIFICATION OF THE LOCAL GOVERNMENT

I hereby certify that I am the _____ and duly authorized representative of the LOCAL GOVERNMENT, whose address is _____, and that neither I, nor the above LOCAL GOVERNMENT I represent, has:

(a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above LOCAL GOVERNMENT) to solicit or secure this Agreement,

(b) agreed, as an expressed or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person in connection with carrying out the Agreement, or

(c) paid or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above LOCAL GOVERNMENT) any fee, contribution, or consideration of any kind for, or in connection with, procuring or carrying out the contract except as herein expressly stated (if any).

I acknowledge that this certificate is to be furnished to the SCDOT and FEMA or the Federal Highway Administration, U.S. Department of Transportation, in connection with this Agreement, and is subject to applicable State and Federal laws, both criminal and civil.

_____ _____

(Date) (LOCAL GOVERNMENT Signature)

CERTIFICATION FOR CONTRACTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, of modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

_____ _____

(Date) Authorized LOCAL GOVERNMENT Representative

_____ _____

(Date) Authorized SCDOT Representative

DRUG-FREE WORKPLACE CERTIFICATION

In accordance with Section 44-107-30, South Carolina Code of Laws (1976), as amended, and as a condition precedent to the execution of this Agreement, the undersigned, _____ who is a representative of the LOCAL GOVERNMENT, certifies on behalf of the LOCAL GOVERNMENT that the LOCAL GOVERNMENT will provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing a drug-free awareness program to inform employees about:
- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and,
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
- (1) Abide by the terms of the statement; and,
- (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

(e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph(d)(2), with respect to any employee who is so convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraph (a), (b), (c), (d), (e) and (f).

(h) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, and contracts and subcontracts under grants, sub-grants, loans, and cooperative agreements), and that such sub-recipients shall certify and disclose accordingly.

_____ _____

(Date) Authorized LOCAL GOVERNMENT Representative

EXHIBIT "A"

(List of state maintained roadways and bridges located within the geographical boundaries of LOCAL GOVERNMENT that the LOCAL GOVERNMENT requests SCDOT accept responsibility for pursuant to this agreement. List must include road number, road name, clear termini, and length of roadway segment. Exhibit "A" may include multiple lists identified by option to allow a varied response based on the severity of the emergency. No interstates may be included.)

MEMORANDUM OF AGREEMENT

between

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

and

_____

This Memorandum of Agreement ("Agreement") is made and entered into this ___ day of _____, 20**15**, by and between **SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION** ("**SCDOT"**) and **_____,** ("the **LOCAL GOVERNMENT"**).

WHEREAS, during a declared State of Emergency declared by the Governor, the SCDOT may be called upon to perform certain functions, including disaster-related, debris clearing and clean-up activities on the maintained rights-of-way of state maintained roads and bridges; and

WHEREAS, it is the policy of SCDOT and the LOCAL GOVERNMENT to cooperate with each other to maximize the use and allocation of the resources with which each are entrusted; and

WHEREAS, the LOCAL GOVERNMENT has requested that it be allowed the opportunity and responsibility to perform certain disaster-related, debris clearing and clean-up activities on state maintained rights-of-way during times of emergency in order to assure that its citizens are served and protected; and

WHEREAS, the implementation of this Agreement will be based on the occurrence of severe disasters that could affect state maintained roads and bridges within the LOCAL GOVERNMENT's geographical boundaries; and

WHEREAS, this Agreement is in the best interest of both parties to facilitate the most practical, economical and expeditious performance of disaster-related, debris clean-up activities, where needed.

NOW THEREFORE, the parties agree as follows:

I. Project Description:

A. In the event of any declared State of Emergency affecting areas within the LOCAL GOVERNMENT's geographical boundaries, this Agreement may be implemented to permit the LOCAL GOVERNMENT to conduct disaster-related "First Push" and "Debris Removal" activities on designated state maintained roadway(s).

"First Push" is defined as the initial operation to clear the roadway, which includes cut and toss operations to push debris out of the traveled way. "Cut and Toss" means cutting and/or pushing the debris off of the roadway sufficiently to allow safe vehicular traffic on all traveled ways.

"Debris Removal" is the clearance, removal, and/or disposal of items such as trees, woody debris, sand, mud, silt, gravel, building components, wreckage, vehicles, and personal property. The work must be necessary to:

- Eliminate an immediate threat to lives, public health and safety
- Eliminate immediate threats of significant damage to improved public or private property
- Ensure the economic recovery of the affected community to the benefit of the community-at-large
- Mitigate the risk to life and property by removing substantially damaged structures and associated appurtenances

Examples of "Debris Removal" activities include:

- "Debris Removal" from a street or highway to allow the safe passage of emergency vehicles
- "Debris Removal" from public property to eliminate health and safety hazards, this includes maintained rights-of-way

B. To implement this Agreement, the LOCAL GOVERNMENT must make a request to the SCDOT District Engineering Administrator (DEA), or his or her designee, for implementation. Upon receiving such request, , SCDOT may assign to the LOCAL GOVERNMENT, the responsibility for "First Push" and "Debris Removal" activities within the confines of the LOCAL GOVERNMENT's boundaries along the state maintained routes included in Exhibit "A" as requested by LOCAL GOVERNMENT and agreed upon by SCDOT pursuant to Section III and Section IV, herein. Exhibit "A" may include multiple lists identified by option to allow a varied response based on the severity of the emergency. No interstates may be included.

C. The "First Push" and "Debris Removal" activities will be performed in accordance with Federal Emergency Management Agency ("FEMA") rules, regulations, and procedures. (See FEMA Public Assistance Guide, FEMA 322, etc.).

II. <u>SCDOT Responsibilities:</u>

A. Upon the LOCAL GOVERNMENT's request for implementation of this agreement, SCDOT may authorize orally and follow up in writing and direct the LOCAL GOVERNMENT to perform services under the terms of this Agreement on an as needed basis.

B. SCDOT does not guarantee that any work or services will be authorized pursuant to this Agreement.

C. SCDOT reserves the right to inspect all work undertaken pursuant to this Agreement.

D. If this Agreement is implemented, SCDOT retains responsibility for the clearance of and debris removal from those state maintained roadways and bridges, and portions thereof, not specifically included in the LOCAL GOVERNMENT's request as identified in Exhibit "A" and authorized by SCDOT pursuant to this Agreement.

III. LOCAL GOVERNMENT Responsibilities:

A. To implement this Agreement, LOCAL GOVERNMENT will request permission from SCDOT orally and follow-up in writing to proceed with "First Push" and "Debris Removal" activities on state maintained roadways and bridges as identified in Exhibit "A." When applicable, the request shall identify the option in Exhibit "A" that is being implemented.

B. LOCAL GOVERNMENT will ensure that all "First Push" and "Debris Removal" activities performed are in accordance with the terms and conditions of FEMA policies and procedures.

C. LOCAL GOVERNMENT will apply directly to FEMA, through SCEMD, for reimbursement of work on state maintained roadways and bridges and will ensure that all "First Push" and "Debris Removal" activities performed are in accordance with FEMA policies and procedure. SCDOT cannot and does not guarantee reimbursement by FEMA.

D. LOCAL GOVERNMENT will be responsible for any expenses incurred and not reimbursed by the appropriate federal agency, including but not limited to any expenses deemed ineligible or the non-federal share for eligible expenses, and will not seek reimbursement from SCDOT for any unreimbursed expenses.

E. LOCAL GOVERNMENT will certify that any of its pre-disaster contracts with third parties for "First Push" and "Debris Removal" activities for which it intends to seek reimbursement shall:

1. Be competitively and openly bid by the LOCAL GOVERNMENT;

2. Mandate compliance with the requirements of the National Environmental Policy Act (NEPA) of 1969 and all FEMA policies and procedures.

F. LOCAL GOVERNMENT will be responsible for all claims and damages resulting from negligent equipment operation performed by the LOCAL

GOVERNMENT pursuant to this agreement within the limits of the SC Tort Claims Act.

IV. TERMINATION

A. Either party may unilaterally terminate this Agreement with 30-day's prior notice in writing.

B. Failure to perform: SCDOT may cancel this agreement and resume the responsibility for performing "First Push" and/or "Debris Removal" activities on state maintained roadways in the event that the LOCAL GOVERNMENT fails to adequately perform these assigned duties during an emergency response event. This termination will be in writing and will provide a minimum of 72 hours' prior notice.

IN WITNESS WHEREOF, the Parties have caused this Agreement to signed and sealed below.

WITNESS:

_____

_____

Local Government Name

By: _____

Title: _____

Federal ID#_____

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

WITNESS:

_____

By: _____

Deputy Secretary for Engineering or Designee

RECOMMENDED BY:

_____

Title: _____

CERTIFICATION OF SCDOT

I hereby certify that I am the Deputy Secretary for Engineering of the Department of Transportation of the State of South Carolina, or his or her designee. The LOCAL GOVERNMENT or its legal representatives have not been required directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this Agreement to:

(a) employ or retain, or agree to employ or retain, any firm or person or

(b) pay, or agree to pay, to any form, person, or organization, any fee, contribution, donation, or consideration of any kind, except as herein expressly stated (if any).

In accordance with Section 635.105 of Title 23 CFR, I further certify that the work stipulated in this Agreement to be performed by LOCAL GOVERNMENT can be more advantageously performed by said LOCAL GOVERNMENT than by the SCDOT and that said LOCAL GOVERNMENT is adequately staffed and suitably equipped to undertake and satisfactorily complete such work under the terms of this Agreement.

I acknowledge that this certificate is to be furnished to FEMA or the Federal Highway Administration, U. S. Department of Transportation, in connection with this Agreement, and is subject to applicable State and Federal Laws, both criminal and civil.

_____ _____

(Date) (Deputy Secretary for Engineering or Designee)

CERTIFICATION OF THE LOCAL GOVERNMENT

I hereby certify that I am the _____ and duly authorized representative of the LOCAL GOVERNMENT, whose address is _____, and that neither I, nor the above LOCAL GOVERNMENT I represent, has:

(a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above LOCAL GOVERNMENT) to solicit or secure this Agreement,

(b) agreed, as an expressed or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person in connection with carrying out the Agreement, or

(c) paid or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above LOCAL GOVERNMENT) any fee, contribution, or consideration of any kind for, or in connection with, procuring or carrying out the contract except as herein expressly stated (if any).

I acknowledge that this certificate is to be furnished to the SCDOT and FEMA or the Federal Highway Administration, U.S. Department of Transportation, in connection with this Agreement, and is subject to applicable State and Federal laws, both criminal and civil.

_____ _____

(Date) (LOCAL GOVERNMENT Signature)

CERTIFICATION FOR CONTRACTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, of modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

_____ _____

(Date) Authorized LOCAL GOVERNMENT Representative

_____ _____

(Date) Authorized SCDOT Representative

DRUG-FREE WORKPLACE CERTIFICATION

In accordance with Section 44-107-30, South Carolina Code of Laws (1976), as amended, and as a condition precedent to the execution of this Agreement, the undersigned, _____ who is a representative of the LOCAL GOVERNMENT, certifies on behalf of the LOCAL GOVERNMENT that the LOCAL GOVERNMENT will provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing a drug-free awareness program to inform employees about:
- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and,
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
- (1) Abide by the terms of the statement; and,
- (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

(e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph(d)(2), with respect to any employee who is so convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraph (a), (b), (c), (d), (e) and (f).

(h) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, and contracts and subcontracts under grants, sub-grants, loans, and cooperative agreements), and that such sub-recipients shall certify and disclose accordingly.

_____ _____

(Date) Authorized LOCAL GOVERNMENT Representative

EXHIBIT "A"

(List of state maintained roadways and bridges located within the geographical boundaries of LOCAL GOVERNMENT that the LOCAL GOVERNMENT requests responsibility for pursuant to this agreement. List must include road number, road name, clear termini, and length of roadway segment. Exhibit "A" may include multiple lists identified by option to allow a varied response based on the severity of the emergency. No interstates may be included.)

MEMORANDUM OF AGREEMENT

between

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

and

_____

This Memorandum of Agreement ("Agreement") is made and entered into this _____ day of _____, 2015, by and between **SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION** ("**SCDOT"**) and **_____,** ("the **LOCAL GOVERNMENT"**).

WHEREAS, during a declared State of Emergency declared by the Governor, the SCDOT may be called upon to perform certain functions, including disaster-related, debris clearing activities on the maintained rights-of-way of state maintained roads and bridges; and

WHEREAS, it is the policy of SCDOT and the LOCAL GOVERNMENT to cooperate with each other to maximize the use and allocation of the resources with which each are entrusted; and

WHEREAS, the LOCAL GOVERNMENT has requested that it be allowed the opportunity and responsibility to perform certain disaster-related, debris clearing activities on state maintained rights-of-way during times of emergency in order to assure that its citizens are served and protected; and

WHEREAS, the implementation of this Agreement will be based on the occurrence of severe disasters that could affect state maintained roads and bridges within the LOCAL GOVERNMENT's geographical boundaries; and

WHEREAS, this Agreement is in the best interest of both parties to facilitate the most practical, economical, and expeditious performance of certain disaster-related, debris clearing activities on state-maintained right of way, where needed.

NOW THEREFORE, the parties agree as follows:

I. Project Description:

A. In the event of any declared State of Emergency declared by the Governor and affecting areas within the LOCAL GOVERNMENT's geographical boundaries, this Agreement may be implemented by SCDOT to permit the LOCAL GOVERNMENT to conduct disaster-related "First Push" activities on designated

state maintained roadway(s). "First Push" is defined as the initial operation to clear the roadway, which includes cut and toss operations to push debris out of the traveled way. "Cut and Toss" means cutting and/or pushing the debris off of the roadway sufficiently to allow safe vehicular traffic on all traveled ways.

B. To implement this Agreement, the LOCAL GOVERNMENT must make a request to the SCDOT District Engineering Administrator (DEA), or his or her designee, for implementation. Upon receiving such request, SCDOT may assign to the LOCAL GOVERNMENT the responsibility for "First Push" activities within the confines of the LOCAL GOVERNMENT's boundaries along the state maintained routes included in Exhibit "A," as requested by the LOCAL GOVERNMENT and agreed upon by SCDOT pursuant to Section III and Section IV herein. Exhibit "A" may include multiple lists identified by option to allow a varied response based on the severity of the emergency. No interstate routes may be included.

C. The "First Push" activities will be performed in accordance with Federal Emergency Management Agency ("FEMA") rules, regulations, and procedures. (See FEMA Public Assistance Guide, FEMA 322, etc.).

II. SCDOT Responsibilities:

A. Upon the LOCAL GOVERNMENT's request for implementation of this agreement and concurrence by SCDOT, SCDOT may authorize orally and follow up in writing and direct the LOCAL GOVERNMENT to perform services under the terms of this Agreement on an as needed basis.

B. SCDOT does not guarantee that any work or services will be authorized pursuant to this Agreement.

C. SCDOT reserves the right to inspect all work undertaken pursuant to this Agreement.

D. If this Agreement is implemented, SCDOT retains responsibility for the clearance of debris from those state maintained roadways and bridges, and portions thereof, not specifically included in the LOCAL GOVERNMENT's request as identified in Exhibit "A" and approved in accordance with this Agreement.

E. SCDOT will pay the LOCAL GOVERNMENT the actual cost for activities performed by the LOCAL GOVERNMENT pursuant to this Agreement and apply directly to FEMA for reimbursement for eligible "First Push" activities.

III. LOCAL GOVERNMENT Responsibilities:

A. To implement this Agreement, LOCAL GOVERNMENT will request permission from SCDOT orally and follow-up in writing to proceed with "First Push"

activities on state maintained roadways and bridges as identified in Exhibit "A". When applicable, the request shall identify the option in Exhibit "A" that is being implemented.

B. LOCAL GOVERNMENT will ensure that all "First Push" activities performed and charged to SCDOT are in accordance with the terms and conditions of FEMA policies and procedures. LOCAL GOVERNMENT will reimburse SCDOT for any payment made by SCDOT for activities that are not performed in accordance with FEMA policy and procedures.

C. LOCAL GOVERNMENT will provide all required documentation necessary for reimbursement of work on state maintained roadways and bridges in order for SCDOT to apply to FEMA for reimbursement.

D. LOCAL GOVERNMENT will certify that any of its pre-disaster contracts with third parties for "First Push" activities for which it intends to seek reimbursement shall:

1. Be competitively and openly bid by the LOCAL GOVERNMENT;

2. Mandate compliance with the requirements of the National Environmental Policy Act (NEPA) of 1969 and all FEMA policies and procedures.

E. LOCAL GOVERNMENT will be responsible for all claims and damages resulting from negligent equipment operation performed by the LOCAL GOVERNMENT pursuant to this agreement within the limits of the SC Tort Claims Act.

IV. TERMINATION

A. Either party may unilaterally terminate this Agreement with 30-day's prior notice in writing.

B. Failure to perform: SCDOT may terminate this Agreement and resume the responsibility for performing "First Push" activities on state maintained roadways in the event that the LOCAL GOVERNMENT fails to adequately perform these assigned duties during an emergency response event. This termination will be in writing and will provide a minimum of 24 hours' prior notice.

IN WITNESS WHEREOF, the Parties have caused this Agreement to signed and sealed below.

WITNESS:

_____

_____

(Local Government)

By: _____

Title: _____

Federal ID#_____

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

WITNESS:

_____

By: _____
Deputy Secretary for Engineering or Designee

RECOMMENDED BY:

_____

Title: _____

CERTIFICATION OF SCDOT

I hereby certify that I am the Deputy Secretary for Engineering of the Department of Transportation of the State of South Carolina, or his or her designee. The LOCAL GOVERNMENT or its legal representatives have not been required directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this Agreement to:

(a) employ or retain, or agree to employ or retain, any firm or person or

(b) pay, or agree to pay, to any form, person, or organization, any fee, contribution, donation, or consideration of any kind, except as herein expressly stated (if any).

In accordance with Section 635.105 of Title 23 CFR, I further certify that the work stipulated in this Agreement to be performed by LOCAL GOVERNMENT can be more advantageously performed by said LOCAL GOVERNMENT than by the SCDOT and that said LOCAL GOVERNMENT is adequately staffed and suitably equipped to undertake and satisfactorily complete such work, under the terms of this Agreement.

I acknowledge that this certificate is to be furnished to FEMA or the Federal Highway Administration, U. S. Department of Transportation, in connection with this Agreement, and is subject to applicable State and Federal Laws, both criminal and civil.

_____ _____

(Date) (Deputy Secretary for Engineering or Designee)

CERTIFICATION OF THE LOCAL GOVERNMENT

I hereby certify that I am the _____ and duly authorized representative of the LOCAL GOVERNMENT, whose address is _____, and that neither I, nor the above LOCAL GOVERNMENT I represent, has:

(a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above LOCAL GOVERNMENT) to solicit or secure this Agreement,

(b) agreed, as an expressed or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person in connection with carrying out the Agreement, or

(c) paid or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above LOCAL GOVERNMENT) any fee, contribution, or consideration of any kind for, or in connection with, procuring or carrying out the contract except as herein expressly stated (if any).

I acknowledge that this certificate is to be furnished to the SCDOT and FEMA or the Federal Highway Administration, U.S. Department of Transportation, in connection with this Agreement, and is subject to applicable State and Federal laws, both criminal and civil.

_____ _____

(Date) (LOCAL GOVERNMENT Signature)

CERTIFICATION FOR CONTRACTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, of modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

_____ _____

(Date) Authorized LOCAL GOVERNMENT Representative

_____ _____

(Date) Authorized SCDOT Representative

DRUG-FREE WORKPLACE CERTIFICATION

In accordance with Section 44-107-30, South Carolina Code of Laws (1976), as amended, and as a condition precedent to the execution of this Agreement, the undersigned, _____ who is a representative of the LOCAL GOVERNMENT, certifies on behalf of the LOCAL GOVERNMENT that the LOCAL GOVERNMENT will provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing a drug-free awareness program to inform employees about:
- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and,
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
- (1) Abide by the terms of the statement; and,
- (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

(e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraph (a), (b), (c), (d), (e) and (f).

(h) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, and contracts and subcontracts under grants, sub-grants, loans, and cooperative agreements), and that such sub-recipients shall certify and disclose accordingly.

_____ _____

Date Authorized LOCAL GOVERNMENT Representative

EXHIBIT "A"

(List of state maintained roadways and bridges located within the geographical boundaries of LOCAL GOVERNMENT that the LOCAL GOVERNMENT requests responsibility for pursuant to this agreement. List must include road number, road name, clear termini, and length of roadway segment. Exhibit "A" may include multiple lists identified by option to allow a varied response based on the severity of the emergency. No interstates may be included.)

MEMORANDUM OF AGREEMENT

Between the

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

And

BEAUFORT COUNTY

This Memorandum of Agreement (hereinafter the "Agreement"), made and entered into this 1st day of November, 2011, by and between the SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION (hereinafter referred to as the DEPARTMENT) and BEAUFORT COUNTY, (hereinafter referred to as the COUNTY),

For the purpose of this Agreement, the following definitions apply:

First Push is the initial operation to clear the roadway, which includes cut and toss operations to push debris out of the traveled way.

Cut and Toss is defined as cutting and/or pushing the debris off of the roadway sufficiently to allow safe vehicular traffic on all traveled ways.

First Pass is defined as the initial operation to collect and remove debris pushed aside during First Push operations and the debris may be located within the cut and fill slopes, drainage ditches, and clear zone; and

WHEREAS, during a declared State of Emergency or State of Disaster which implements the South Carolina Emergency Operations Plan (hereinafter, referred to as the SCEOP), the DEPARTMENT may be called upon to perform certain functions, including the removal of eligible storm debris from the rights-of-way of state maintained roads and bridges, that is disaster related, pursuant to the SCEOP; and

WHEREAS, it is the policy of the DEPARTMENT and of the COUNTY to cooperate with each other in order to maximize the use and allocation of the monetary resources each are entrusted with, and

WHEREAS, the COUNTY has requested that it be allowed the opportunity and responsibility to perform certain DEPARTMENT functions as set forth in the SCEOP in order to assure that its citizens are served and protected; and

WHEREAS, the implementation of this Agreement is based on the consideration of future severe natural disasters that could affect state maintained roads and bridges within the geographical limits of the COUNTY; and

WHEREAS, the implementation of this Agreement is in the best interest of both the DEPARTMENT and the COUNTY and it would be most practical, expeditious, and economical for the COUNTY to participate with the DEPARTMENT to perform the services as needed as described in Exhibit "A" and Exhibit "B", attached hereto.

NOW THEREFORE, the parties agree as follows:

I. PROJECT DESCRIPTION:

A. It is understood by the DEPARTMENT and the COUNTY, in the event of any declared severe natural disaster(s) that affect state maintained roads and bridges within the COUNTY as described in Exhibit "A" and Exhibit "B", attached hereto, the COUNTY will be pre-positioned to conduct the First Push, and possibly First Pass pushing and clearing all debris off of designated State maintained roadway(s) as described in Exhibit "C".

B. These activities will be in accordance with Federal Highway Administration (hereinafter, referred to as FHWA) and/or Federal Emergency Management Agency (hereinafter, referred to as FEMA) rules, regulations, and procedures. (FHWA Emergency Relief Program codified at 23 USC §125 and FEMA Public Assistance Guide, FEMA 322).

II. The DEPARTMENT:

A. Will authorize orally and followed up in writing and direct the COUNTY to perform services under the terms of this Agreement on an as needed basis.

B. Does not guarantee that any work or services will be authorized pursuant to this Agreement.

C. Reserves the right to inspect all work undertaken pursuant to this Agreement.

D. Will reimburse the COUNTY for reasonable costs in manpower and equipment for First Push and First Pass associated with the designated project and will comply with all reimbursement instructions as stated in Exhibit "D".

E. The DEPARTMENT will apply to FEMA and/or FHWA for reimbursement.

III. The COUNTY:

A. Will request orally and follow-up in writing permission to proceed to begin First Push on pre-designated state maintained roadways and that all First Push, Emergency Debris Removal Cut and Toss and First Pass Emergency Debris Removal activities performed on eligible federal-aid highways are subject to the terms and conditions of the Emergency Relief Program Manual.

B. Will invoice the Department for all reasonable costs in manpower and equipment for First Push and First Pass associated with the designated

project and will comply with all reimbursement instructions as stated in Exhibit "D".

C. Will certify that pre-disaster contracts entered into by the COUNTY with third parties to perform First Push, Emergency Debris Removal Cut and Toss and First Pass Emergency Debris Removal activities for which the COUNTY intends to seek reimbursement from the DEPARTMENT shall:

1. Be competitively and openly bid by the COUNTY,

2. Mandate compliance with the requirements of the National Environmental Policy Act (NEPA) of 1969,

3. Include the Required Contract Provisions for Federal-Aid Construction Contracts as stated in FHWA 1273. These provisions must be physically incorporated in the contract.

D. Will apply directly to the FEMA Public Assistance Program for any Emergency Debris Removal activities for subsequent passes on Federal Aid Roadways or Non-Federal Aid Roadways after the initial First Push and any First Pass by the COUNTY or its agent. The COUNTY will be responsible for all associated costs in excess of the Federal reimbursements for subsequent passes.

IV. Either party may unilaterally cancel this Agreement with reasonable notice in writing.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the date first written above.

Signed, sealed and executed for the COUNTY.

WITNESS:

Cheryl Harris

BEAUFORT COUNTY

By: _____

Title: County Administrator

Federal ID# 57-6000311

Signed, sealed and executed for the DEPARTMENT.

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

WITNESS:

Michelle B Wagner

By: _____ FOR

KBE MT Deputy Secretary for Engineering

RECOMMENDED:

Thomas A Johnson

Title: SCDOT Emergency Manager

Zeke

CERTIFICATION OF THE SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

I hereby certify that I am the Deputy Secretary for Engineering of the Department of Transportation of the State of South Carolina and the COUNTY or its legal representatives have not been required directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this Agreement to:

(a) employ or retain, or agree to employ or retain, any firm or person or

(b) pay, or agree to pay, to any form, person, or organization, any fee, contribution, donation, or consideration of any kind, except as herein expressly stated (if any).

In accordance with Section 635.105 of Title 23 CFR, I further certify that the work stipulated in this Agreement to be performed by COUNTY can be more advantageously performed by said COUNTY that by the DEPARTMENT and that said COUNTY is adequately staffed and suitably equipped to undertake and satisfactorily complete such work, including the performance of proper maintenance on the highway facilities constructed under the terms of this Agreement.

I acknowledge that this certificate is to be furnished to the Federal Highway Administration, U. S. Department of Transportation, in connection with this Agreement, and is subject to applicable State and Federal Laws, both criminal and civil.

11-1-11
(Date)

(DEPARTMENT Signature)

CERTIFICATION OF BEAUFORT COUNTY

I hereby certify that I am the County Administrator and duly authorized representative of the COUNTY, whose address is P.O. Drawer 1228, 100 Ribaut Road, Beaufort, SC 29901 and that neither I nor the above COUNTY I represent has:

(a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above COUNTY) to solicit or secure this Agreement,

(b) agreed, as an expressed or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person in connection with carrying out the Agreement, or

(c) paid or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above COUNTY) any fee, contribution, or consideration of any kind for, or in connection with, procuring or carrying out the contract except as herein expressly stated (if any).

I acknowledge that this certificate is to be furnished to the DEPARTMENT and the Federal Highway Administration, U.S. Department of Transportation, in connection with this Agreement, and is subject to applicable State and Federal laws, both criminal and civil.

8/23/2011
(Date)

(COUNTY Signature)

CERTIFICATION FOR CONTRACTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, of modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

8/23/2011
(Date)

(COUNTY Signature)

11/8/2011
(Date)

(DEPARTMENT Signature)

DRUG-FREE WORKPLACE CERTIFICATION

In accordance with Section 44-107-30, South Carolina Code of Laws (1976), as amended, and as a condition precedent to the execution of this Agreement, the undersigned, Gary Kubic who is a representative of the COUNTY certifies on behalf of the COUNTY that the COUNTY will provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing a drug-free awareness program to inform employees about:
- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and,
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
- (1) Abide by the terms of the statement; and,
- (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

(e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraph (a), (b), (c), (d), (e) and (f).

(h) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, and contracts and subcontracts under grants, sub-grants, loans, and cooperative agreements), and that such sub-recipients shall certify and disclose accordingly.

8/23/2011
(Date)

(COUNTY Signature)

EXHIBIT "A"

SCOPE OF SERVICES
"FIRST PUSH"
EMERGENCY DEBRIS REMOVAL – NATURAL DISASTER – CUT AND TOSS

1.0 GENERAL

This statement of work describes and defines the services which are required for the execution of Natural Disaster-related emergency debris removal (cut and toss) from Federal Aid Highway segments and State owned roadways within Beaufort County (COUNTY). With approval from the South Carolina Department of Transportation (DEPARTMENT), the COUNTY shall provide all services described herein and any other services required to complete the project. Activities include field operations and debris management. The DEPARTMENT, at its sole discretion, may elect to perform work with in-house or contract forces. Proper documentation, as required by Federal Highway Administration (FHWA) shall be provided for all debris removal operations.

2.0 SERVICES TO BE PROVIDED BY THE COUNTY

Field Operations

The following listed services shall be performed by the COUNTY upon approval from the DEPARTMENT:

- Provide equipment, labor, and materials necessary to perform Cut and Toss for clearing of the Traveled Ways of the roadways as directed. The services include, but are not limited to, cutting and removing vegetative debris and other debris to a point two feet beyond the curb and gutter section or to a point two feet beyond the edge of pavement (i.e. 2 feet beyond the paved shoulder or edge of turn lane (s) whichever is further) and vertical clearance of 16 feet as needed.

- Provide traffic control (day and/or night) using current Manual on Uniform Traffic Control Devices.

- Ensure all COUNTY and subcontractor personnel have and utilize personal protective safety gear in accordance with OSHA requirements and company safety policies.

- Coordinate with utility companies, as required, to ensure safe removal of debris.

3.0 SERVICES TO BE PROVIDED BY THE DEPARTMENT OR its DESIGNATED REPRESENTATIVE

Field Operations

- Identify and evaluate the scope of the post-disaster debris problem.

- Identify in cooperation with the COUNTY which transportation systems the COUNTY is responsible for clearing.

- Provide periodic site inspection to insure that the State Road Transportation Facilities are cleared and open.

EXHIBIT "B"

SCOPE OF SERVICES
EMERGENCY DEBRIS REMOVAL – NATURAL DISASTER

1.0 GENERAL

This statement of work describes and defines the services which are required for the execution of debris removal from Federal Aid Highway segments and State roadways within Beaufort County (COUNTY). The COUNTY shall provide all services described herein and any other services that are required to complete the project. Activities include, but are not limited to, field operations, debris pickup, debris hauling and removing, debris staging and reduction, temporary debris storage site management and debris management. All debris and waste management shall be in accordance with all federal and state laws, and environmental regulations. Roads will be identified by the South Carolina Department of Transportation (DEPARTMENT) and direction given to the COUNTY for roads and limits for which the COUNTY will be responsible for. The DEPARTMENT reserves the right to add or delete highway segments at the direction of the Engineer.

The DEPARTMENT, at its sole discretion, may elect to perform work with in house forces or other contract forces.

Proper documentation as required by Federal Highway Administration (FHWA) and Federal Emergency Management Agency (FEMA) are required for all debris operations.

2.0 SERVICES TO BE PROVIDED BY THE COUNTY

Field Operations

The listed services shall be performed by the COUNTY upon approval from the DEPARTMENT:

- Provide equipment, labor, and materials necessary to perform the First Pass and all subsequent passes as directed. The work associated with First Pass and subsequent passes, includes but is not limited to: cutting fallen vegetative debris; picking up and loading vegetative debris, C & D and Hazardous Materials; hauling materials to either a temporary debris staging and reduction site or final legal disposal site; volume reduction at the temporary debris staging and reduction site; and final hauling and disposal at an appropriate landfill or "waste to energy" facility.

- Once road priorities are established by the DEPARTMENT or its representative, crews shall be required to complete entire sectors and/or corridors prior to moving on to other areas. No streets should be bypassed based on quantity of debris alone. Provide labor, equipment and materials necessary to remove all stumps authorized by the DEPARTMENT , FHWA and FEMA. Stump removal operations shall be in accordance with FHWA and FEMA guidelines.

- Provide traffic control (day or night) using current Manual on Uniform Traffic Control Devices.

- Ensure all COUNTY and subcontractor personnel have and utilize personal protective safety gear in accordance with OSHA requirements and company safety policies.

- Coordinate with Utility Companies, as required, to permit safe removal of debris.

- The COUNTY is required to measure and certify all trucks. All Temporary Debris Staging and Reduction Sites (TDSR's) shall be equipped with at least one tower from which monitors can safely view contents on each load and determine capacities of each load entering and exiting the TDSR.

- Provide a means for securing all TDSR's; throughout the life of the activities, to ensure no unauthorized or illegal dumping can occur at the site.
- Sweep curb and gutter sections.
- Damaged trees and exposed roots are to be removed to ground level.
- Remove leaning trees which are not an immediate hazard only when directed by SCDOT or their designated representative.
- Fill any holes left by removed trees.

3.0 SERVICE TO BE PROVIDED BY THE DEPARTMENT OR THEIR DESIGNATED REPRESENTATIVE

Field Operations

- Identify and evaluate the scope of the post-disaster debris problem.
- Identify in cooperation with the COUNTY which transportation systems the COUNTY is responsible for clearing.
- Provide periodic site inspection to ensure that State Roads are cleared and open.

EXHIBIT "C"
FEDERAL HIGHWAY ADMINISTRATION (FHWA) & FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) DEBRIS GUIDELINES

	FHWA-ER	FEMA-PA
	Considered Emergency Repair	**Considered Emergency Work**
Debris Removal	**First Push** – to restore travel on Federal Aid roadways. (reimbursed at 100%) **First Pass** – first pass of debris removal collection along federal Aid roadways (reimbursed at 100% for work completed within first 180 days)	**First Push** – to restore travel and protect health and safety on non-Federal Aid eligible roadways. Considered Category B – Emergency Protective Measures (reimbursed at 100% within the 72 hours in some disasters) **First Pass** – first pass of debris removal collection along non-Federal Aid roadways. Considered Category A – Debris Removal (reimbursed at 75% or higher for work within the first 180 days) **Additional Passes** – subsequent debris removal collection passes required to eliminate the threat to public health and safety along ALL roadways (private roadways excluded) Considered Category A – Debris Removal (reimbursed at 75% for work completed within the first 180 days)

First Push – The **first push** is the initial operation to clear the roadway, which includes cut and toss operations to push debris out of the "traveled way". Subsequent operations to push debris from the roadway will not be eligible. It needs to be understood that if circumstances regarding mobility arise that do not allow immediate first push operations on the roadway, such as downed power lines, that a secondary clean-up of the ***initial*** debris in the ROW is still considered first push. (Ex: A 24 ft. wide roadway is completely covered by debris and one side is covered by power lines. To allow the power companies access, an 8-foot path of debris is cleared away from the power lines on Day One. On Day Three, after the power company operations are completed and the environment is clear, the rest of the ***initial*** debris in the ROW can be pushed into a pile and is still considered first push.)

First Pass – The **first pass** is the initial operation to collect and remove debris pushed aside during the first push operations and the debris may be located within the cut and fill slopes, drainage ditches, and clear zone. The first pass is meant to be accomplished as one continuous operation on the same section of roadway before relocating the clean-up operation team to the next section or site.

All debris (vegetative and non-vegetative) within the eligible clearing limits must be collected during the first pass operation. Once debris from such roadway segments or locations has been initially cleared, subsequent efforts to clear and remove debris from those same areas are not considered eligible expenses, regardless of the date or time in which the material was collected. FHWA allows different types of debris (vegetative, white goods, etc.) to be picked up over a period of a few days, but it should not extend over several weeks. Vegetative and non-vegetative debris are not required to be on the same vehicles, but they are to be removed within the same time period for the first pass operation for that section of roadway. The FHWA District Transportation Engineer will make the final determination on this issue.

FHWA recognizes that Hazardous Materials (HazMat) operations might be required as a separate operation. The FHWA Transportation Engineer will make the final determination on this issue.

Clearing Limits – The clearing limits for debris normally include the traveled way, cut and fill slopes, and any additional clearing required to ensure the full functioning of the pavement, drainage ditches, and structures. It also includes the clear zone. Clearing of the remainder of the full right-of-way is the responsibility of the agency having jurisdiction and shall not be considered as part of the first pass collection activities eligible under the Emergency Relief Program. The definition of eligible limits for various federal aid road classifications is as follows:

1. **Interstate:** eligible limits not to exceed 50 feet from the edge line, or the ROW limits, whichever is less. This includes up to 50 ft. on each side of the inside median; the rest is considered to be heavy maintenance and is a state cost responsibility.
2. **US/State Roads:** eligible limits not to exceed 40 feet from the edge line, or the ROW limits, whichever is less.
3. **Other Federal Aid Roads:** eligible limits not to exceed 20 feet from the edge line, or the ROW limits, whichever is less.

Debris in drainage ditches beyond the limits presented above will be eligible for first pass removal to enable proper functioning of the drainage system.

EXHIBIT "D"
REIMBURSEMENT PROCEDURES

All invoices submitted to SCDOT for reimbursement of costs associated with an event shall include the following detailed information.

Force Account Labor Record

Time Records: Account for the time of all individuals who participated, even if they may not be eligible. In order for costs to be eligible, designate all persons that meet the overtime criteria for the particular pay period.

Persons are not entitled to overtime if they:

- do not meet eligibility requirements-not entitled to overtime;
- they did not work enough hours to reach overtime status; or
- are unpaid (volunteers).

Maintain a separate worksheet for each week and pay period.
List:

- The dates of the work week;
- name and job title of each individual who worked the event including ID number;
- overtime hours and regular hours of each individual worked on a DAILY basis;
- description of type of work, (i.e. debris removal);
- Total hours per individual per week, hourly rate, and benefit per hour.

Force account sheets should be numbered, signed and dated by a certifying individual; including the certifying individuals job title.

Materials/External Contract Record

If your organization rented, contracted, or otherwise used external contactors for work, please provide the following information.

- The name of the organization or person who provided the material or service and the kind of material, equipment, or service that was provided
- Costs and dates of service, unit price, number of units, etc.
- Verification of payment to the vendor/contractor such as a cancelled check or check register.

Entity's Equipment Use Record

If your organization used its own equipment for work, please provide the following information:

- A description of the equipment, including the size, capacity, horsepower, make, model and any other pertinent information.
- The day(s) the equipment was used on the event, as well as the number of hours per day it was used. *Note that equipment must be actually used on an event to be eligible.*
- Hourly rate or other rate structure (miles) for the equipment and the total costs of the use of the equipment.

The aforementioned information along with a valid invoice from the entity should be sent to:

SC Department of Transportation
Attention: Director of Maintenance
PO Box 191
Columbia, SC 29202

ORDINANCE 2016/_____

AN ORDINANCE OF COUNTY OF BEAUFORT, SOUTH CAROLINA AMENDING CERTAIN SECTIONS UNDER BEAUFORT COUNTY CODE, CHAPTER 22, CIVIL EMERGENCIES, ARTICLE IV, DISASTER RECOVERY AND RECONSTRUCTION

Whereas, Standards that are underscored shall be added text and Standards ~~lined through~~ shall be deleted text.

Adopted this_____day of _____, 2016.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY:_____
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

_____
Thomas J. Keaveny, II County Attorney

ATTEST:

_____
Suzanne M. Rainey, Clerk to Council

First Reading:
Second Reading:
Public Hearing:
Third and Final Reading

ARTICLE IV. - DISASTER RECOVERY AND RECONSTRUCTION

Sec. 22-101. - Authority.

(1) This article is adopted by the Beaufort County Council acting under authority of the South Carolina General Assembly, the Home Rule Act, South Carolina Code of Regulations 58-1, Local Emergency Preparedness Standards, and all applicable federal laws and regulations.

(2) The provisions of this article shall become and be made part of the Code of Laws and Ordinances of Beaufort County, South Carolina. Any laws or ordinances in conflict with the Ordinance that Beaufort County is authorized to repeal are hereby repealed.

(3) Nothing herein shall supersede the powers, duties, and authorities of the Federal Emergency Management Agency (FEMA) and/or South Carolina's Emergency Management Division (SCEMD). If any section, paragraph, sentence, clause and/or phrase or word of this article is, for any reason, held or declared by a court of competent jurisdiction to be unconstitutional, inoperative or void, such holding shall not affect the remainder of this article.

Sec. 22-102. - Purposes and objectives.

(1) *Purposes.* It is the intent of the Beaufort County Council under this article to:
   (a) Authorize creation of an organization to plan and prepare in advance of a major disaster for orderly and expeditious post-disaster recovery and to direct and coordinate recovery and reconstruction activities;
   (b) Direct the preparation of a pre-event plan for post-disaster recovery and reconstruction to be updated on a continuing basis;
   (c) Authorize in advance of a major disaster the exercise of certain planning and regulatory powers related to disaster recovery and reconstruction to be implemented upon declaration of a local emergency; and,
   (d) Identify means by which Beaufort County will take cooperative action with other governmental entities (local, state and federal) in expediting recovery; and implement means by which Beaufort County will consult with and assist citizens, businesses, and community organizations during the planning and implementation of recovery and reconstruction procedures.

(2) *Objectives.* The County has established the following general objectives for county recovery policy:
   (a) Adopt improved and more comprehensive recovery policies and procedures that will facilitate county rebuilding after a disaster;
   (b) Adopt improved and more comprehensive recovery policies and procedures that will facilitate meeting FEMA (Federal Emergency Management Agency)

(and other state and federal programs) requirements for rebuilding and redevelopment funding;

(c) Improve county policies and procedures for future hurricane seasons and all other disasters.

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

Sec. 22-103. - Definitions.

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

Curfew. A curfew is a regulation requiring the withdrawal from any person not otherwise exempt from this article from appearing in certain public areas during specified hours.

Damage assessment team. The primary role of the damage assessment team is to assess losses to property. Assessment will be used to determine type of permit required for repair or reconstruction, dollar amount of destruction or damage, and to determine qualifications for federal or state disaster relief assistance.

Detailed damage assessment. Follows the initial impact assessment and includes conducting on-site visits by the damage assessment teams for each affected property. This process may take weeks to complete and will culminate in a summary damage estimate in dollars of the total loss to all property in Beaufort County, including: real, personal, agricultural, utility, infrastructure, business, etc.

Development moratorium. A temporary hold, for a defined period of time, on the issuance of building permits, approval of land-use applications or other permits and entitlements related to the use, development, redevelopment, repair, and occupancy of private property in the interests of protection of life and property.

Director. The director of the recovery task force or an authorized representative.

Disaster recovery centers (DRCs). A multi-agency center organized by FEMA for coordinating assistance to disaster victims.

Emergency. A local emergency which has been declared by the governor or recognized as same by the Beaufort County Council through the enactment of an emergency ordinance for a specific disaster and has not been terminated.

Event. Any natural weather-related or other condition causing damage or destruction of property. Types of events shall include, but not limited to hurricanes, northeasters, tornadoes, earthquakes, and/or other natural disasters.

Exempt individuals. Unless otherwise specified herein, exempt individuals include those persons engaged in the provision of designated, essential services, such as fire, law enforcement, emergency medical services, and hospital services, military services, utility emergency repairs. The resolution of a curfew may, in the discretion of the governing authority, also exempt regular employees of local industries traveling to and from their jobs with appropriate identification, news media employees, building and repair contractors who are properly registered with the county and who are actively engaged in performing activities related to construction, repair, renovation, or improvement of buildings and other structures damaged during the disaster or emergency.

Flood Insurance Rate Map (FIRM). An official map of the community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community.

Hazard mitigation grant program. A federal program that assists states and local communities in implementing long-term hazard mitigation measures following a major disaster declaration.

Historic building or structure. Any building or structure listed or eligible for listing on the National Register of Historic Places, as specified by federal regulation, the state register of historic places or points of interest, or a local register of historic places, and any buildings and structures having historic significance within a recognized historic district.

Individual assistance program. A federal disaster program that brings funding to disaster victims for housing and other needs in order to expedite the victims' recovery from disaster.

Initial impact assessment. The initial impact assessment (windshield assessment, disaster assessment) is used to determine the extent of the disaster and to determine whether or not outside assistance will be needed. This assessment is generally performed within 24 or 48 hours after passage of an event, depending on severity and scope.

In-kind. The same as the prior building or structure in size, height and shape, type of construction, number of units, general location, and appearance.

Interagency hazard mitigation team. A team of representatives from FEMA, other federal agencies, state emergency management agencies, and related state and federal agencies, formed to identify, evaluate, and report on post-disaster mitigation needs.

Joint field office (JFO). A center established by FEMA for coordinating disaster response and recovery operations, staffed by representatives of federal, state, and local agencies as

identified in the National Response Framework (NRF) and determined by disaster circumstances.

Major disaster. Any natural catastrophe (including any hurricane, tornado, high water, wind-driven water, earthquake, winter storm, drought, etc.), or, regardless of cause, any fire, flood, or explosion, which in the determination of the President of the United States causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and available resources of states, jurisdictions, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

National response framework (NRF). A plan to coordinate efforts of the government in providing response to natural disasters, technological emergencies, and other incidents requiring federal assistance under the Stafford Act in an expeditious manner.

Project worksheet (PW). A claim by a local jurisdiction for financial reimbursement for repair or replacement of a public facility damaged in a major disaster, as authorized under the Stafford Act and related federal regulations, plans, and policies.

Public assistance program. FEMA's Public Assistance (PA) Grant Program is designed to provide assistance to states, local governments, and certain nonprofit organizations to alleviate suffering and hardship resulting from major disasters or emergencies declared by the President. Through the PA Program, FEMA provides supplemental federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private nonprofit (PNP) organizations. The federal share of assistance is not less than 75 percent of the eligible cost for emergency measures and permanent restoration. The grantee (usually the state) determines how the non-federal share (up to 25 percent) is split with the subgrantees (eligible applicants).

Reconstruction. The rebuilding of permanent replacement housing, construction of large-scale public or private facilities badly damaged or destroyed in a major disaster, addition of major community improvements, and full restoration of a healthy economy.

Recovery functions. The categories of activities and programs that the County and its citizens are likely to need following a disaster.

Recovery task force. An interdepartmental organization that coordinates Beaufort County staff actions in planning and implementing disaster recovery and reconstruction functions.

Recovery plan. A pre-event plan for post-disaster recovery and reconstruction, composed of policies, plans, implementation actions, and designated responsibilities related to expeditious and orderly post-disaster recovery and rebuilding, with an emphasis on mitigation.

Recovery strategy. A post-disaster strategic program identifying and prioritizing major actions contemplated or under way regarding such essential recovery functions as business

resumption, economic reinvestment, industrial recovery, housing replacement, infrastructure restoration, and potential sources of financing to support these functions.

Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended).

Sec. 22-104. - Recovery management structure.

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

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

(1) *Recovery task force.* A recovery task force is hereby established that is comprised of the following officers and members, should any of the directors be unable to perform the tasks the subsequent individual shall fall within that position and the line of succession shall adjust accordingly.

(a) The county administrator who shall be chair; and as chair of the recovery task force shall appoint the recovery director and three deputy directors to oversee all recovery functions and to form a line of succession. Each deputy director shall provide management of recovery functions as assigned by the director;

(b) ~~The division director of engineering and infrastructure who shall be director and vice-chair~~; The director of environmental engineering and land management shall be the recovery director and first vice-chair of the disaster recovery taskforce.

(c) ~~The division director of community services who shall be deputy director, and who shall act as vice-chair in the absence of the vice-chair~~ The director of public works shall be the second vice-chair.

(d) ~~The Beaufort County Staff Attorney who shall be legal adviser;~~ The Building Codes Director shall be the third vice chair.

(e) The Beaufort County Assistant County Administrator of Civil Engagement & Outreach shall be the fourth vice-chair

(f) The Beaufort County Attorney and staff shall be legal advisor and staff of the recovery task force.

(g) Other members~~, including the building official, county engineer, planning director, fire chief, emergency management director, county sheriff, and the director of public works, together with representatives from such other departments and offices as the alliance for human services, assessor, county council, economic development, EMS, GIS, parks and leisure services, zoning, department of social services/emergency welfare services, municipal representatives, private sector and nonprofit organizations etc., may be deemed necessary by the chair or director for effective operation.~~ Shall include the county council, facilities and construction, engineering, transportation engineering, planning, fire chief, emergency management, sheriff, together with representatives from such other departments and offices as the alliance for human services assessor, economic development, EMS, GIS, parks and leisure services, zoning, department of social services/emergency welfare services, municipal representatives, private sector and nonprofit organizations etc., and others that may be deemed necessary by the chair or recovery director for effective recovery operations.

(2) *Powers and duties.* The recovery task force shall have such powers as enable it to carry out the purposes, provisions, and procedures of this chapter, as identified in this chapter.

(3) *Operations and meetings.* The director shall have responsibility for recovery task force operations. When an emergency declaration is in force (whether declared by the governor or through the enactment of an emergency ordinance adopted by Beaufort County Council), the county administrator shall authorize activation of the recovery task force and disaster recovery plan. After a declaration and/or determination that a local emergency exists, and while such declaration or determination is in force, the recovery task force shall meet daily or as frequently as determined by the director. When an emergency declaration or determination is not in force, the recovery task force shall meet monthly or more frequently, upon call of the chair or director.

(4) *Succession.* In the absence of the director, the deputy director shall serve as acting director and shall be empowered to carry out the duties and responsibilities of the director. The director shall name a succession of department managers to carry on the duties of the director and deputy director, and to serve as acting director in the event of the unavailability of the director and deputy director.

(5) *Organization.* The recovery task force may create such standing or ad hoc committees as determined necessary by the director.

(6) *Relation to ~~Beaufort County Emergency Management.~~* Beaufort County Sheriff's Office Emergency Management Division. The recovery task force shall work in concert with ~~Beaufort County Emergency Management~~ the Emergency Management Division that has interrelated functions and similar membership.

(7) *Short-term recovery objectives.* The emergency management director is in charge of overseeing all short-term recovery activities. Beaufort County's objectives to be accomplished during short-term recovery can be found in the Beaufort County Recovery

Plan, Appendix C. This checklist is to be used to determine that short-term recovery activities have been completed properly.

(8) *Long-term recovery objectives.* The director of ~~the public services department~~ Environmental Engineering and Land Management is responsible for overseeing all long-term recovery activities. Beaufort County's objectives to be accomplished during long-term recovery can be found in the Beaufort County Recovery Plan, Appendix C. This checklist is to be used to determine that long-term recovery activities have been completed properly.

(9) *Ending recovery operations.* Recovery operations shall continue until the county administrator has notified staff to return to normal operations. Normal operations will not resume until either the emergency management director (for short-term emergency activities) or the director of ~~the public services department~~ Environmental Engineering and Land Management for long-term recovery activities) has notified the county administrator that recovery activities have been completed.

Sec. 22-105. - Recovery plan.

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

(1) *Recovery plan content.* The recovery plan addresses policies, implementation actions and designated responsibilities for such subjects as impact assessment (disaster assessment), continuation of government, public information/community relations, human services (short-term), individual assistance, volunteers and donations, debris management, re-entry security, health and human safety, repair and restoration of public infrastructure and buildings, building inspections and permits, rebuilding, construction, repairs, restoration, temporary housing, redevelopment (planning and zoning ordinance enforcement), economic preservation and restoration, mitigation, recovery administration and finance, county employees, mortuary operations, mutual aid protocols, pre-disaster equipment and facilities deployment and such other subjects as may be appropriate to expeditious and wise recovery.

(2) *Coordination of recovery plan with county and regional plans, FEMA, and other agencies.* The recovery plan identifies relationships of planned recovery actions with those of adjacent communities and state, federal, or mutual aid agencies involved in disaster recovery and reconstruction, including but not limited to the Federal Emergency Management Agency (FEMA), the American Red Cross, the Department of Housing and Urban Development (HUD), the Small Business Administration (SBA), the Environmental Protection Administration (EPA), the Department of Transportation (DOT), the South Carolina Emergency Management Division (SCEMD), the South Carolina Department of Health and Environmental Control (DHEC) and other entities

that provide assistance in the event of a major disaster. A draft copy of the plan shall be sent to the South Carolina Emergency Management Division on an annual basis for review in sufficient time for comment prior to action on the recovery plan by the Beaufort County Council.

(3) *Recovery plan implementation.* The director and recovery task force shall be responsible for implementation of the plan both before and after a major disaster, as applicable. Before a declaration of emergency, the director, or his/her authorized representative, shall prepare and submit reports annually, or more frequently as necessary, to fully advise the Beaufort County Council on the progress of preparation or implementation of the recovery policy. After a declaration of emergency in a major disaster, the director shall report to the Beaufort County Council as often as necessary on implementation actions taken in the post-disaster setting, identify policy and procedural issues, and receive direction and authorization to proceed with plan modifications necessitated by specific circumstances.

(4) *Recovery plan training and exercises.* The recovery task force shall organize and conduct periodic training and exercises annually, or more often as necessary, in order to develop, convey, and update the contents of the recovery plan. Such training and exercises will be conducted in coordination with similar training and exercises related to the emergency operations plan.

(5) *Recovery plan consultation with citizens.* The recovery planning committee is comprised of representatives of business, volunteer and community organizations that represent Beaufort County citizens. Other efforts to inform the public about the recovery plan will be coordinated by the public information officer.

(6) *Recovery plan amendments.* During implementation of the recovery plan, the director and the recovery task force shall address key issues, strategies and information bearing on the orderly maintenance and periodic revision of the plan. In preparing modifications to the plan, the recovery task force shall consult with county departments, business, and community organizations and other government entities to obtain information pertinent to possible recovery plan amendments.

(7) *Recovery plan coordination with related plans.* The recovery plan has been prepared and shall be updated to be in coordination with related elements of the comprehensive general plan and emergency operations plan, or such other plans as may be pertinent. Such related plan elements shall be periodically amended to be consistent with key provisions of the recovery plan, and vice versa.

(8) *Recovery plan validation.* The recovery plan shall be validated annually and/or following a disaster event. In order to facilitate an organized and comprehensive review of the plan, review checklists have been created for each of the recovery functions. The checklists include action items that should be reviewed and completed each year by the agency/department responsible for implementing the recovery function, in conjunction with the support agencies assigned to that recovery function. Once the review checklists have been completed, they should be turned in to the ~~division director of engineering and infrastructure~~ director of environmental engineering and land management who

will then make a report to county council regarding the status of recovery operations for the year. (Appendix A)

Any changes to be made to the recovery plan, identified either by the annual review, or in an after action report, will be made at the discretion of the recovery task force and shall not require county council review and/or action.

Sec. 22-106. - General provisions.

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

(1) *Powers and procedures.* Following the disaster declaration and/or determination that a local emergency exists, and while such declaration or determination is in force, the director of the recovery task force (~~the division director of engineering and infrastructure)~~ (the director of environmental engineering and land management) and the deputy director of the recovery task force (~~the division director of community services, in the absence of the director~~) (the director of public works) shall have authority to exercise powers and procedures authorized by this article, subject to extension to the other appointed deputy directors, and/or, modification, or replacement of all or portions of these provisions by separate ordinances adopted by the Beaufort County Council. The emergency management director shall have oversight and control of issuing any curfews (section 22-107), coordinating re-entry procedures (section 22-108), and all other short-term emergency matters.

In the absence of any declaration of emergency by the governor of the State of South Carolina, nothing shall prohibit Beaufort County Council, in its discretion, from exercising any powers necessary to protect the health, safety and welfare of its citizens. If such an emergency exists within Beaufort County, and immediate action is needed, council shall convene to declare an emergency and shall implement the provisions of this article in part or in full force. If the situation is such that council cannot convene, the declaration of local emergency shall be made by the Beaufort County Administrator or his designee. Such a declaration shall be subject to ratification, alteration, modification or repeal, by council, as soon as council can convene. Subsequent actions of council shall not affect the validity of prior actions taken by the county administrator, or his designee.

(2) *Post-disaster recovery operations.* The director of the recovery task force (director of ~~the public services department~~ environmental engineering and land management) shall have duties in directing and controlling post-disaster recovery and reconstruction operations, including but not limited to the following:

(a) Activate, mobilize and deploy local law enforcement to respond to any situations necessary to promote recovery and redevelopment within Beaufort County;

(b) Activate and deploy damage assessment teams to identify damaged structures and to determine further actions that should be taken regarding such structures;

(c) Activate and deploy hazards evaluation teams to locate and determine the severity of natural or technological hazards that may influence the location, timing, and procedures for repair and rebuilding processes;

(d) Maintain liaison with the Beaufort County Emergency Operations Center and other public and private entities, such as FEMA, the American Red Cross, and the South Carolina Emergency Management Division in providing necessary information on damaged and destroyed buildings or infrastructure, natural and technological hazards, street and utility restoration priorities, temporary housing needs and similar recovery concerns;

(e) Establish "one-stop" field offices located in or near impacted areas where appropriate, staffed by trained personnel from appropriate departments, to provide information about repair and rebuilding procedures, issue repair and reconstruction permits, and provide information and support services on such matters as business resumption, industrial recovery, and temporary and permanent housing;

(f) Activate streamlined procedures to expedite repair and rebuilding of properties damaged or destroyed in the disaster;

(g) Make recommendations regarding moratoriums on buildings, land use regulations and permits, subject to Beaufort County Council ratification, as provided under subsection 22-109(22);

(h) Recommend to the Beaufort County Council and other appropriate entities necessary actions for reconstruction of damaged infrastructure;

(i) Prepare plans and proposals for action by the Beaufort County Council for redevelopment projects, redesign of previously established projects or other appropriate special measures addressing reconstruction of heavily damaged areas;

(j) Formulate proposals for action by the Beaufort County Council to amend the comprehensive general plan, emergency operations plan, and other relevant plans, programs, and regulations in response to new needs generated by the disaster;

(k) Such other recovery and reconstruction activities identified in the Recovery plan or by this article, or as deemed by the director as necessary to promote recovery, public health, safety, and well-being of the citizens of Beaufort County.

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

(3) *Coordination with FEMA and other agencies.* The director and the recovery task force shall coordinate recovery and reconstruction actions with those of state, federal, or mutual aid agencies involved in disaster response and recovery, including but not limited to the Federal Emergency Management Agency (FEMA), the American Red Cross, the Department of Housing and Urban Development (HUD), the Small Business Administration (SBA), the South Carolina Emergency Management Division and other

entities that provide assistance in the event of a major disaster. Intergovernmental coordination tasks including but not limited to the following:

(a) Assign trained personnel to provide information and logistical support to the FEMA Joint Field Office, if needed;

(b) Supply personnel to provide information support for FEMA Disaster Recovery Centers (DRCs), if needed;

(c) Participate in damage assessment surveys conducted in cooperation with FEMA and other entities;

(d) Participate in the development of hazard mitigation strategies with the Interagency Hazard Mitigation Team (when activated) with FEMA and other entities;

(e) Cooperate in the joint establishment with other agencies of one-stop service centers for issuance of repair and reconstruction options and permits, business resumption support, counseling regarding temporary and permanent housing, and other information regarding support services available from various governmental and private entities;

(f) Coordinate within county government the preparation and submission of supporting documentation for Project Worksheets (PWs) to FEMA;

(g) Determine whether damaged structures and units are within floodplains identified on Flood Insurance Rate Maps (FIRMs) and whether substantial damage has occurred;

(h) Implement such other coordination tasks as may be required under the specific circumstances of the disaster.

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

(5) *Consultation with citizens.* Activities undertaken by the recovery task force that require notification of, or are of interest to the Beaufort County citizenry will be presented to the public through the public information officer.

Sec. 22-107. - Imposition of curfews during times of emergency and recovery.

(1) *Purpose.* Beaufort County Council may impose a curfew during periods of emergency or disaster to protect the health, safety, and welfare of the citizens and property of

Beaufort County during an emergency, disaster, or imminent threat thereof. The curfew will be used to protect citizens and property from the potential presence of looters, vandals, thieves and others who would take advantage of the confusion and devastation associated with such an event.

(2) *Institution of curfew.* Upon the declaration of a state of emergency by the Governor, or upon the determination by Beaufort County Council, or its emergency manager or successor, of the existence of an emergency or disaster, county council, may adopt a resolution instituting a curfew when it is determined necessary to protect and safeguard the people and property of Beaufort County. All of the territory of the unincorporated county shall be subject to the terms of the curfew, unless otherwise specified in the resolution. The resolution instituting the curfew shall include the dates and hours that the curfew shall be in effect.

(3) *Enforcement.* The provisions under this section shall be enforced by the Beaufort County Sheriff's ~~Department~~ Office.

(4) *Prohibition.* It shall be prohibited for any person, other than exempt individuals, to appear in public in the territory subject to the curfew, including, but not limited to, streets, highways, alleys, sidewalks, vacant lots, parks, public buildings or any other public places in all or a delineated part of unincorporated Beaufort County during the stated hours of the curfew. Violators, if convicted, will be subject to any and all penalties allowed for in this article.

Sec. 22-108. - Re-entry into areas affected by disasters.

(1) *Purpose.* It may be necessary, following an evacuation, natural or manmade disaster, or otherwise, to restrict entry into portions or all of Beaufort County by the Beaufort County Sheriff's ~~Department~~ Office. Restricted access shall occur only when absolutely necessary to protect the lives and property of its citizens. In the absence of state and/or federal oversight, Beaufort County recognizes the need to locally restrict access to areas by the general public during times of disaster and post recovery and reconstruction.

(2) *Re-entry procedures.* It is anticipated that re-entry will occur in a tiered manner based on key roles in restoring normal operations after a disaster. It is understood that events may occur within specific areas of the county that will dictate, based on local needs and factors, what personnel will need access into the affected areas. Safety, with regard to public health, travel accessibility and rescue operations will be paramount and of crucial importance in determining access.

Immediate and unrestricted access will be granted to search and rescue agents, including agents from county and municipal fire-rescue departments, state, local,

and federal law enforcement, fire/EMS, National Guard (Military) and emergency response agencies in support of the affected area.

(3) *Re-entry passes.* Beaufort County ~~Emergency Management~~ Sheriff's Office Emergency Management Division is responsible for the assignment of re-entry passes. Federal, state and local government agencies and law enforcement officials agree to recognize specific identification from critical infrastructure owners and operators, their contractor(s), subcontractors and others as they seek access into a restricted disaster area. Relying parties (e.g. law enforcement) will require constant communications with local emergency operations centers so that proper admittance is granted. Once identity and attributes are authenticated, access is granted at the discretion of the relying parties. Falsification or the forgery of any re-entry or access passes issued in due course by the emergency management ~~department~~ division or like state or federal agency shall be considered a violation of this article and shall be punishable in accordance with the applicable provisions of this article.

(4) *Re-entry for citizens and public.* Upon the determination that an affected area is deemed to be safe, the emergency management ~~department~~ division, at its discretion, may allow for re-entry for citizens of Beaufort County, or the general public at large.

Sec. 22-109. - ~~Disaster and recovery emergency permitting and zoning policy and procedures~~. Emergency permitting, zoning policy and zoning procedures

(1) *Goals and purposes.* The goal of the ~~division of building and the division of code enforcement~~ building codes and codes enforcement in a disaster is to allow rebuilding, repair and reconstruction of damaged structures in an orderly, safe and timely manner. Although speed of reconstruction is critical, the overall quality of the reconstruction process as it relates to federal, state and local building codes is a paramount issue. The purpose of these administrative procedures is to establish an emergency permitting system to be used following a declared disaster to expedite repair, restoration, or rebuilding of safe habitable structures.

(2) *Scope.* The scope of this section includes:
   (a) An overview of the emergency permitting process comprised of damage assessment, determination, notification, permitting and inspection.
   (b) Description of damage categories and corresponding types of emergency permits, based upon the degree of damage.
   (c) Procedures to determine compliance with the county's development standard ordinance.
   (d) Procedures describing emergency permitting and inspection requirements.
   (e) The purpose and authority of the construction board of adjustments and appeals.
   (f) Fee structure and requirements.

(3) *Post-disaster procedures.* The division ~~of building and the division of code enforcement~~ building codes and codes enforcement will implement the following series of procedures to expedite the building permit review and permit issuance process immediately following declaration of an emergency. The ~~division of building and the division of codes~~ building codes and codes enforcement are managed by the Beaufort County Building Official. In a recovery operation the county building official is hereby authorized to make minor adjustments to these policies and procedures to meet the objectives of county recovery actions as unforeseen situations arise.

The provisions of section 22-109 shall be in effect for a period of six months from the date of a local emergency declaration following a major disaster or until termination of a state of local emergency, whichever occurs later, or until these provisions are extended, modified, replaced by new provisions, or terminated, in whole or in part, by action of the Beaufort County Council through separate ordinances.

(4) *Operational procedures.*

(a) The ~~division of building and the division of codes~~ building codes and codes enforcement will reopen immediately upon proper notice at the current office location, or at an alternate location if the current location is damaged.

(b) Upon re-entry all inspectors and code enforcement staff must contact the county building official, or the deputy county administrator, to receive work assignments and return to work schedules.

(c) Inspectors will be assigned to areas of the county to monitor construction activity.

(d) Inspectors will issue temporary permits for repair to prevent further damage in accordance with these policies: the international codes, FEMA Substantial Damage Estimation software.

(e) Inspectors will notify owners of need to comply with construction permit requirements and to advise all concerned parties on reconstruction issues in a post-disaster situation.

(f) Damage assessment teams shall be activated. Team will be comprised of one building inspector, one tax appraiser and other professionals, as deemed necessary to assist with structural analysis of severely damaged buildings.

(g) If emergency staffing requirements are beyond current staff capability, staffing will be added through mutual aid agreements with surrounding and/or units of government and volunteer groups with proper qualifications.

(5) *Damage assessment procedures.*

(a) The initial impact assessment (windshield assessment, disaster assessment) is used to determine the extent of the disaster and to determine whether or not outside assistance will be needed. This assessment is coordinated by the emergency management ~~department~~ division of the Sheriff's Office and is generally performed within 24 or 48 hours after passage of an event, depending on severity and scope.

(b) The detailed damage assessment follows the initial impact assessment and includes conducting on-site visits by the damage assessment teams for each

affected property. This process may take weeks to complete and will culminate in a summary damage estimate in dollars of the total loss to all property in Beaufort County, including: real, personal, agricultural, utility, infrastructure, business, etc. The county building official and the assessor will determine when damage assessment teams will be assembled for conducting detailed damage assessments and make assignments to areas of the county.

(c) Assessment teams are to establish dollar amount assessments of damage to all structures within their area of responsibility.

(d) Each team will have values of structures from the most recent tax records.

(e) Assessment team decisions will be symbolized by the use color-coded assessment cards at each structure.

(f) Cards will address information as to what percent of the structure has sustained damage, and what process the owner will be required to follow to correct the damage to property. Colored card system detail is found below.

(6) *Detailed damage assessment procedures.* The county building official or an authorized representative shall direct damage assessment teams having authority to conduct field surveys of damaged structures and post color-coded placards designating the condition of such structures as follows:

(a) Green card—No restrictions. A green card denotes minor damage to property. Card information will include permission to make these minor repairs without having to obtain a zoning or building permit. Structures with minor damage can be made habitable in a short period of time with minimal repairs. Damage may include doors, windows, floors, furnaces, air conditioners, water heaters and other repairable damages.

(b) Yellow card—Limited entry. A yellow card denotes major damage to the property. Card information will include instructions on how to apply for a zoning and building permit. Owner will not be allowed to occupy the structure, occupancy will be allowed only when structure is classified with a green card with no restrictions. Structures with moderate damage can be made habitable with extensive repairs. This category may include damage to the following portions of a structure: foundation, roof structure, wall sections and any other major components of the property.

(c) Red card—Unsafe. A red card denotes that the property has been destroyed. Card information will include that the structure is unsafe and may not be occupied. Buildings posted with this placard shall not be entered under any circumstances except as authorized in writing by the department that posted the building or by authorized members of damage assessment teams. The individual posting this placard shall note in general terms the type of damage encountered. This placard is not to be considered a demolition order. Structures with major damage are considered destroyed and a total loss, meaning that damage is determined to be of such an extent that repair is not feasible.

Beaufort County Field inspectors will complete the appropriate card and post in a conspicuous location. Inspector must keep a log of all structures posted in this

category. Log will include date, time, location and a damage description/justification of designation.

(d) This article and section number, the name of the department, its address, and phone number shall be permanently affixed to each placard.

(e) Once a placard has been attached to a building, it shall not be removed, altered or covered until done so by an authorized representative of Beaufort County or upon written notification from Beaufort County. Failure to comply with this prohibition will be considered a misdemeanor punishable by a $300.00 fine.

(7) ~~*Development*~~ ***Staff*** *review team procedures.*

(a) After an initial damage assessment is completed, the county ~~development~~ staff review team (~~D~~SRT) for development shall convene to determine what areas of the county are impacted and discuss permitting procedures under current emergency conditions.

(b) The ~~D~~SRT will discuss conditions, including the following matters in determining how to proceed: plan review requirements, temporary housing needs, ordinance enforcement, abatement of unsafe or unrepairable structures, emergency repairs and flood damage control regulation enforcement.

(c) The ~~D~~SRT shall make determinations as to what areas within the county are in need of redevelopment, or in the alternative, which areas are eligible for reconstruction. When a determination has been made that an area has been damaged to such an extent that redevelopment is appropriate, the director of planning shall coordinate the process of organizing meetings with the municipalities to determine how the affected areas are to be redeveloped. Redevelopment plans should be based on the most recent comprehensive plan.

(8) *Permitting procedures.*

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

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

(b) During damage assessment, the inspector will leave a colored-coded placard at the site in a conspicuous location. The placard will provide instructions to the owner if a zoning or building permit is required. The color codes are discussed above in subsection 22-107(6).

(9) *Emergency nonconforming permitting procedures.* In an emergency it may be necessary to allow existing nonconforming uses to rebuild. Building owners will only be allowed to rebuild nonconforming uses under these conditions:

(a) Owner has official copy of building plans that include overall size and dimensions of structure.

(b) Owner has recent photographs of the structure that supply construction and appearance detail of the structure.
(c) In addition to meeting the conditions as stated above, building owners are also required to comply with the requirements set forth within subsection 22-109(27) with regard to the rebuilding of nonconforming structures.

(10) *Joint county-municipal permitting.* In a large scale disaster, joint permitting by all governmental permitting bodies would greatly improve effectiveness and speed of post-disaster reconstruction. County staff will pursue implementation of a joint system with all permitting bodies.

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

(12) *Ready information/materials/equipment (for damage assessment teams).*
(a) Digital cameras and additional memory.
(b) Temporary permit forms.
(c) Building damage assessment forms/building tags/noncompliance forms.
(d) Handheld GPS equipment.
(e) Safety vests
(f) Steele toe boots
(g) Flash lights
(h) Dust face masks
(i) Tablets with collector app loaded
(j) Jet pack for tablets
(k) Alternative power source to charge devices

(13) *Issuing emergency zoning and building permits.* When an emergency is officially declared, the following procedures will be implemented when issuing permits:

No restriction on use or occupancy. No plans are required, no permit is required, and no inspection activity other than damage assessment is required.

Use and occupancy restriction. A plan may be required for repairs or a detailed list of work to be done may be required. Development plan review is not required if there is no change in footprint of the building. Emergency building permit(s) is required. An affidavit stating that the owner or his/her authorized agent shall comply with all county

codes will be required. Building inspections are required prior to work beginning and during construction.

Use and occupancy restriction. Flood regulation standards shall be implemented. This standard is based upon Beaufort County Flood Map standards adopted by the County to qualify for FEMA disaster planning and reconstruction funding. Flood mapping in place at the time of the disaster will be the standard for decisions. County building official, or other designated representative, may review decisions, where information is incomplete, and/or in conflict with reality, or in error. General requirements: Plans may be required for repairs. If pre-existing structure is in compliance with zoning, and structure is not located in a flood zone or it is elevated to the proper base flood elevation, there is no change in the use or occupancy and there will be no expansion, plans will not be required. The building must be brought into full compliance with all applicable codes: zoning, building and flood regulations. Development plan review is not required. Building plan review is not required. An emergency building permit is required. An affidavit stating the owner or his/her agent will comply with all county codes is required. Building inspections are required prior to and during construction.

Unsafe. If structure is not demolished, plans are required. A structural engineer report is required. Zoning and development permits are required. A building permit is required.

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

(14) *County permit fees.* The county will continue to collect permit fees. If conditions warrant revision of this policy, recommendations will be presented to county council.

(15) *Contractor licensing.*

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

(16) *Zoning operations.*

- (a) Zoning permits will be required as described above.

(b) A site plan or plat will not be required unless the house was moved from its foundation or it is being expanded.
(c) Field inspectors will judge extent of damage both residential/commercial structures.

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

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

(19) *Mutual aid building inspectors.* Mutual aid building inspectors will assist with performing substantial damage determination inspections, complete applicable forms, input data into FEMA substantial damage determination software, and perform other related duties as assigned.

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

meetings requirements, accessibility requirements and Freedom of Information requirements.

(21) *Applications and forms (to be used by county staff).* Habitable Repair Approval, Unsafe Do Not Enter, Limited Entry - Permit Required for Repairs, Damage Checklist.

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

(a) *Posting.* Notice of the moratorium shall be posted in a public place and shall clearly identify the boundaries of the area in which a moratorium is in effect as well as the exact nature of the development permits or entitlements that are temporarily held in abeyance.

(b) *Duration.* The moratorium shall be in effect from the earliest possible time following a disaster, and shall remain in effect until such time that the Beaufort County Council can take action to extend, modify, or terminate such moratorium by separate ordinance.

(23) *One-stop center for permit expediting.* The county building official shall oversee establishment of a one-stop center, staffed by representatives of pertinent departments, for the purpose of establishing and implementing streamlined permit processing to expedite repair and reconstruction of buildings, and to provide information support for provision of temporary housing and encouragement of business resumption and industrial recovery. The director shall establish such center and procedures in coordination with other governmental entities that may provide services and support, such as FEMA, SBA, HUD, or the South Carolina Emergency Management Division.

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

(a) *Critical response facilities.* Any police, fire, emergency medical, or emergency communications facility that will aid in the immediate restoration of the area may be permitted in any zone for the duration of the declared emergency;

(b) *Other temporary uses.* Temporary use permits may be issued in any zone, with conditions, as necessary, provided written findings are made establishing a factual basis that the proposed temporary use:

1. Will not have a long-term detrimental impact on the immediate neighborhood;
2. Will not adversely affect the comprehensive plan; and

3. Will contribute in a positive fashion to the reconstruction and recovery of areas adversely impacted by the disaster.

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

(c) *Single-family residence repair or replacement.* A temporary use permit shall also be granted subject to the provisions of subsection 22-111(4) to allow the property owner of a single-family residence that has been deemed as having "no restrictions on use or occupancy" pursuant to subsection 22-109(13) to live on his or her property until such time as the damaged house can be repaired or rebuilt. This temporary housing permit shall be good for one year and may be renewed each year for a maximum of five years.

(d) *No grandfathered or nonconforming status acquired.* No use initiated pursuant to the provisions of this section may claim grandfathered or nonconforming use status. Any use initiated under this section must terminate after five years, if not before.

(25) *Temporary repair permits.* Following a disaster, temporary emergency repairs to secure structures and property damaged in the disaster against further damage or to protect adjoining structures or property may be made without fee or permit where such repairs are not already exempt under other chapters of the Code of Ordinances. The building official must be notified of such repairs within ten working days, and regular permits with fees may then be required.

(26) *Deferral of fees for reconstruction permits.* Except for temporary repairs issued under provisions of this chapter, all other repairs, restoration, and reconstruction of buildings damaged or destroyed in the disaster shall be approved through permit under the provisions of other chapters of this Code. Fees for such repair and reconstruction permits may be deferred until issuance of certificates of occupancy.

(27) *Nonconforming buildings and uses.* Buildings damaged or destroyed in the disaster that are legally nonconforming as to use, yards, height, number of stories, lot area, floor area, residential density, parking, or other provisions of the zoning and development standards may be repaired and reconstructed in-kind, provided that:

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

(b) The cost of repair is less than 50 percent of the replacement cost of the building;

(c) All structural, plumbing, electrical and related requirements of the International Building Code are met at current standards;

(d) Any local, state or federal natural hazard mitigation requirements are met;

(e) Reestablishment of the use or building is in conformance with the National Flood Insurance Program requirements and procedures;
(f) The building is reconstructed to the same configuration, floor area, height, and occupancy as the original building or structure, except where this conflicts with National Flood Insurance Program (NFIP) provisions;
(g) No portion of the building or structure encroaches into an area planned for widening or extension of existing or future streets as determined by the comprehensive general plan or applicable specific plan; and
(h) Repair or reconstruction shall commence within two years of the date of the declaration of local emergency in a major disaster and shall be completed within two years of the date on which permits are issued.
(i) In addition to the provisions contained herein, building owners are also required to comply with the provisions of subsection 22-109(9) with regard to the rebuilding of nonconforming structures.

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

Sec. 22-110. - Demolition of damaged buildings.

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

(1) *Condemnation and demolition.* In dealing with historic buildings, the building official shall notify the state historic preservation officer within 60 days after the disaster, that one of the following actions will be taken with respect to any historic building or structure determined by the building official to represent an imminent hazard to public health and safety or to pose an imminent threat to the public right-of-way:
    (a) Where possible, within reasonable limits as determined by the building official, the building or structure shall be braced or shored in such a manner as to mitigate the hazard to public health and safety or the hazard to the public right-of-way;
    (b) Whenever bracing or shoring is determined not to be reasonable, the building official shall cause the building or structure to be condemned and immediately demolished. Such condemnation and demolition shall be performed in the interest of public health and safety without a condemnation hearing as otherwise required by the building code. Prior to commencing demolition, the building official shall photographically record the entire building or structure.
(2) *Notice of condemnation.* If, after the specified time frame noted in subsection 22-108(1) of this chapter and less than 30 days after the disaster, a historic building or structure is determined by the building official to represent a hazard to the health and safety of the public or to pose a threat to the public right-of-way, the building official shall duly notify

the building owner of the intent to proceed with a condemnation hearing within 30 business days of the notice in accordance with the building code; the building official shall also notify FEMA, in accordance with the National Historic Preservation Act of 1966, as amended, of the intent to hold a condemnation hearing.

(3) *Request to FEMA for approval to demolish.* Within 30 days after the disaster, for any historic building or structure which the building official and the owner have agreed to demolish, the building official shall submit to FEMA, in accordance with the National Historic Preservation Act of 1966, as amended, a request for approval to demolish. Such request shall include all substantiating data.

(4) *Historic building demolition review.* If, after 30 days from the event, the building official and the owner of a historic building or structure agree that the building or structure should be demolished, such action will be subject to the review process established by the National Historic Preservation Act of 1966, as amended.

Sec. 22-111. - Temporary housing.

(1) Purpose. It is understood that FEMA will be responsible for all temporary housing activities following a disaster; however, it is in Beaufort County's best interest to have a plan in place for guiding where temporary housing is located, the types of temporary housing brought in and how long the housing is allowed to stay on-site.

(2) Pre-disaster site planning. Each year, as part of the recovery plan update process, the ~~division director of community services~~ Building Codes Director will be responsible for overseeing a planning process to determine the best sites for the placement of potential temporary housing units. The county will focus on using county-owned property and perhaps existing mobile home parks for locating temporary housing developments. This site identification will take place on an annual basis. This process will be coordinated with the affordable housing, community development, building codes, GIS and other departments as deemed necessary. The results of this annual planning process will be compiled in a selection report and presented to county council by the county administrator.

(3) Post-disaster policies and procedures. Upon declaration of an emergency, the county administrator shall assign staff to work with FEMA, HUD, the South Carolina Emergency Management Division, and other appropriate governmental and private entities to identify special programs by which provisions can be made for temporary or permanent replacement housing that will help avoid undue displacement of people and businesses. Such programs may include deployment of manufactured housing and manufactured housing developments under the temporary use permit procedures provided in subsection 22-107 of this article and available section 22-108 and community development block grant funds to offset repair and replacement housing costs, and other initiatives appropriate to the conditions found after a major disaster.

(4) The county will issue temporary use permits to residents which will allow for the placement of one temporary housing unit on property owned by them in the event that the property owner's house has been damaged but has been deemed as "having no restriction on use or occupancy" as set forth in subsection 22-109(13) above. This will

allow the property owner and his or her family to live on-site until such time that the damaged house can be repaired or rebuilt. This temporary housing unit shall only be occupied by the property owner and his or her family.

Sec. 22-112. - Hazard mitigation program.

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

(1) *Hazard mitigation plan.* Beaufort County has adopted by resolution a hazard mitigation plan for the purpose of enhancing long-term safety against future disasters. The hazard mitigation plan identifies and maps the presence, location, extent, and severity of natural hazards, such as:
   (a) Flooding;
   (b) Dam failure;
   (c) Drought;
   (d) Wind: thunderstorms and tornadoes;
   (e) Earthquakes;
   (f) Fire;
   (g) Tsunamis;
   (h) Hazardous materials.

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

(2) *Short-term action program.* A short-term hazard mitigation program is included in the recovery plan. It is comprised of hazard mitigation program elements of highest priority for action, including preparation and adoption of separate ordinances dealing with specific hazard mitigation and abatement measures, as necessary. Such ordinances may require special site planning, land use, and development restrictions or structural measures in areas affected by flooding, urban/wildland fire, wind, seismic, or other natural hazards, or remediation of known technological hazards, such as toxic contamination.

(3) *Post-disaster actions.* Following a major disaster, the director shall participate in developing a mitigation strategy as part of the interagency hazard mitigation team with FEMA and other entities, as called for in Section 409 of the Stafford Act and related federal regulations. As appropriate, the director may recommend to the Beaufort County Council that Beaufort County participate in the state's hazard

mitigation grant program, authorized in Section 404 of the Stafford Act, in order to partially offset costs of recommended hazard mitigation measures.

(4) *New information.* As new information is obtained regarding the presence, location, extent, and severity of natural or technological hazards, or regarding new mitigation techniques, such information shall be made available to the public, and shall be incorporated as soon as practicably possible within the comprehensive plan and the recovery plan through amendment.

Sec. 22-113. - Protection of critical county public records policies and procedures.

(1) *Purpose.* Effective and productive management of county business requires that critical public records be protected and stored for reuse as normalcy is reestablished within the county.

(2) *Identification of critical records.*
   (a) County staff will conduct meetings with appropriate county departments to access the volume and types of material.
   (b) Recommendation report will be made and presented to the county administrator.

(3) *Adoption of safe storage policy.*
   (a) County staff will make recommendations as to appropriate protection and storage procedures.
   (b) Recommendation report will be made and presented to the county administrator.

Sec. 22-114. - Disaster emergency refuse collection and disposal policies and procedures.

(1) *Objectives.*
   (a) Timely and effective refuse removal and disposal are critical factors in enabling quicker cleanup and rebuilding.
   (b) Refuse removal and disposal are also health and safety issues.

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

(3) *Identification of areas suitable for refuse, reduction and disposal.*

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

Sec. 22-115. - Recovery and reconstruction strategy.

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

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

Sec. 22-116. - Penalties for offenses.

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

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

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

Sec. 22-117. - Severability.

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

BEAUFORT COUNTY PUBLIC WORKS
120 Shanklin Road
Beaufort, South Carolina 29906
Voice (843) 255-2805 Facsimile (843) 255-9478

INTEROFFICE MEMORANDUM

TO: **Gerald Dawson, Chairman, Public Facilities Committee**

FROM: **Pamela Cobb, Disaster Recovery Coordinator**

SUBJECT: **Status Report for the Disaster Recovery Task Force**

DATE: **August 15, 2016**

At the beginning of this year, I replaced John Webber as the Disaster Recovery Coordinator. It was to my delight to see how much time and effort the county has devoted to disaster recovery. Coming from a response mindset from Emergency Management with the Sheriff's Office as the Executive Assistant, it has been a very easy and smooth transition from a response effort to a recovery effort.

Included in this memo I would like to provide you with a status update for the Disaster Recovery Task Force and the progress it is making. There are 26 recovery functions and each one of those specialized areas has a liaison that takes the lead for that function and an annual planning meeting. During each of these meetings an opportunity is provided to discuss any changes that might have occurred or suggested actions to be completed throughout the year. Upon meeting with each recovery function; progress and areas of improvement both arose to my attention. Each recovery functions has its own specialized needs and areas of improvement that are addressed to better equip for recovery efforts. Forward thinking and open discussion were met at each and every meeting to determine the best methods to reach towards bettering Beaufort County as a common goal.

Some of the areas of concern were: childcare for employees after a disaster, counseling for employees (to ensure burnout does not occur), temporary housing for displaced employees, streamlining the permit process for rebuilding, individual assistance program, and available warehousing within the county. Each of these areas will continue to have follow up meetings to plan to address each of these individual issues.

Updating contingency plans for each of the county departments has taken place. The Disaster Recovery Ordinance and the Disaster Recovery Plan have both been updated to reflect title changes and position changes. A resolution to adopt the changes for the Disaster Recovery Ordinance has been included which will also validate the Recovery Plan and its changes. The Hazard Mitigation Plan was adopted by resolution June 27th of this year. On August 8th, 2016 we received notification from South Carolina Emergency Management Division that our Hazard Mitigation plan was approved by FEMA. With the disaster declaration provided from the Governor, last year due to the floods, and the approval of Hazard Mitigation Plan; it provides Beaufort County opportunity to pursue grant funding. Beaufort County has submitted for two grant projects and is currently in the application process.

Disaster Recovery has played an active role in the continued discussion regarding the MOA with SCDOT. Upon meeting with DOT and receiving written notice that our current agreement was null and void; it has been determined that a new agreement will need to be finalized by council's approval.

Disaster Recovery is a very complex area with many variables that come into play, but the preparation that the county has taken to ensure that we are able to recovery truly is displayed. It can be seen through our annual planning meetings, networking with multiple partners, in and out of the county, and through our plans and exercises. We have even participated in the annual hurricane special on Coastline as part of our education of the public. A continued effort to prepare Beaufort County will only benefit our community for the future.



2016
Beaufort County
Disaster Recovery Plan

Beaufort County Council
Beaufort County Recovery Task Force







D. Paul Sommerville
Chairman Beaufort County Council / Ex Officio Recovery Task Force Chair

Gary Kubic
Beaufort County Administrator / Beaufort County Recovery Task Force Chair

Eric Larson
Beaufort County Recovery Task Force Director

Charles Atkinson, David Wilhelm, Monica Spells
Beaufort County Recovery Task Force Deputy Directors

Submitted by: Pamela Cobb, Disaster Recovery Coordinator, Recovery Task Force/ Beaufort County, South Carolina. Contact information: 843-255-2721,pcobb@bcgov.net.

Disaster Recovery Plan

Beaufort County, South Carolina

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Disaster Recovery Plan

Beaufort County, South Carolina

To: **Citizens of Beaufort County**

From: **Gary Kubic, Recovery Task Force Chairperson and Beaufort County Administrator**

Beaufort County Disaster Recovery Plan and Program. On behalf of the Beaufort County Council I want to thank all who have given of their time and effort to make Recovery and other disaster functions successful for the citizenry of Beaufort County.

I am very proud of the Disaster Recovery Program authorized by the Beaufort County Council in 2006. Due to the forward thinking of the County Council our program has been acknowledged as a model program and we have also been asked to share program details with others in presentations and publications.

- The Water Environment Federation asked Beaufort County to contribute the Disaster Recovery chapter in a Federation "Special" publication entitled Emergency Planning, Response and Recovery. The chapter was written by John Webber, the previous Beaufort County Recovery Coordinator and the book was published in 2013.

- The Beaufort County Recovery Program was selected by the *International City/County Management Association (ICMA)* to be featured in an ICMA publication: Best Practices for Local Government, in an article titled: "*Beaufort County Disaster Recovery Policies and Procedures"*.

- The Beaufort County Recovery Program was also listed by Fairfax *County, Virginia* as having a "Model Pre-Disaster Recovery Plan". Source: *Fairfax County Pre-Disaster Recovery Plan (2012)*. Fairfax County has been a longtime model of effective public policies and programs in the United States.

Sandy Recovery Improvement Act. In late 2013 Congress passed this very important recovery legislation. Because of our preparation since 2006, Beaufort County is prepared to use and benefit from the new recovery policies of the act. The act presents new opportunities to more effectively meet the coastal disaster recovery needs of Beaufort County.

Beaufort County actively participated in the national dialogue and discussion leading to Sandy Recovery Improvement Act policies. Our in-put sought to secure new policy leading to greater flexibility and local decision-making to address local needs and issues. Please see Sections 5, and 21 for additional information.

The leading features of the Sandy Recovery Improvement Act are:

1. Streamlined environmental review procedures.
2. Greater flexibility leading to reduced rebuilding time and cost.
3. Policies to reduce debris removal time and cost.
4. Flexibility in providing temporary housing by impacted communities.
5. Policy to speed-up dispute resolution and reduce project cost overruns.

6. Reformed individual assistance factors (in terms of funding decisions).

National Disaster Recovery Framework (NDRF). In September of 2011 Disaster Recovery gained new status with formal FEMA acknowledgement that disaster recovery was a major emergency management element on equal footing with prevention, protection, mitigation and response by adoption of the National Disaster Recovery Framework.

Before adoption of the National Disaster Recovery Framework many local governments (including Beaufort County) were aggressively engaged in Pre-Disaster Recovery Planning. Communities throughout the United States have adopted National Disaster Recovery Framework policies (as draft policies and now as formal policy). Examples are these Florida counties: Hillsborough, Sarasota, Polk, Manatee, Nassau; and Panama City; Fairfax County, Virginia and *Beaufort County, South Carolina.*

If you have questions about Recovery or if you have interest in Disaster Recovery, please call Pamela Cobb, Beaufort County Recovery Task Force, Disaster Recovery Coordinator, at 843-255-2721, or email her at pcobb@bcgov.net.

Disaster Recovery Plan

Beaufort County, South Carolina

VISION STATEMENT

GOING BEYOND RESTORING . . . . . TO IMPROVING COMMUNITIES

Beaufort County Disaster Recovery is focused upon long-term recovery and redevelopment. Our primary goal is to meet the needs of the citizens of Beaufort County by meeting immediate health and safety needs of families, housing needs, safe roadways and other infrastructure necessary for employment, public safety and re-establishing the County as a place to live and work.

The Beaufort County Recovery Ordinance offers an opportunity to *go beyond restoring the community to rebuilding better and safer communities.*

Recovery Plan policies offer these opportunities to rebuild and improve communities: implementing hazard mitigation projects to reduce hazards and recovery time, strengthening building codes, land use and zoning policy to facilitate recovery, improving transportation corridors, meeting affordable workforce housing needs, and developing new economic opportunities.

Gary Kubic
Chair, Disaster Recovery Task Force and Beaufort County Administrator

Disaster Recovery Plan

Beaufort County, South Carolina

Section 3: Disaster Recovery Plan Introduction: Eric Larson, Beaufort County Recovery Task Force Recovery Director

3.1 Purpose

The purpose of the Beaufort County Disaster Recovery Plan is to provide Beaufort County with a strategic plan to guide disaster recovery and redevelopment actions and decision-making. Additionally, the plan identifies Recovery Function actions that can be implemented prior to a disaster that will expedite recovery. The plan is built upon expanded recovery relationships among county departments, municipalities, businesses, non-governmental organizations, regional organizations and adjacent counties. The plan's strategic purposes are to position Beaufort County and municipalities to be in a better position to recover more effectively and expeditiously from a disaster, and to utilize redevelopment planning as an opportunity to build a more sustainable county and to enhance the quality of life of the county in general.

The plan was developed with the intent to provide consistent treatment of redevelopment issues throughout the county via cooperative and supportive relationships. Recovery and redevelopment actions will be based upon need, level of damage and funding available.

3.2 Authority

3.2.1 Federal

The **National Disaster Recovery Framework (NDRF)** has established Federal requirements for developing disaster recovery and redevelopment plans. In addition, the Robert Stafford Act, as amended by the Disaster Mitigation Act of 2000, supports community-wide planning to reduce hazard vulnerabilities and recognizes the importance of relationships among mitigation, community-wide cooperation and community recovery.

3.2.2 State

Comprehensive Planning, pursuant to Title 6, Chapter 29, Article 1 of the South Carolina Code of Laws, is supportive of policies to rebuild and redevelop damaged areas, as well as, planning policies limiting redevelopment in areas of repeated damage and incorporation of hazard mitigation plan policy.

3.2.3 Situation

The recovery plan is to be implemented in an organized, seamless transition from emergency response and short term recovery, as established by the **Beaufort County Emergency Operations Plan** (found in Section 18-Appendix G) to ensure continued safety of county residents during post disaster reconstruction.

3.3 Recovery Plan Activation Threshold

Conditions that would cause this plan to be activated would include a major or catastrophic disaster that leads to the need for redevelopment and reconstruction, including hurricane, flood, earthquake or wildfire, or any other event that requires redevelopment and reconstruction.

3.4 Scope

- The Recovery Plan is designed to facilitate returning Beaufort County to pre-disaster conditions when feasible and to better position the County to maximize post-disaster opportunities to reduce hazard vulnerabilities.

- The Recovery Plan serves as an umbrella planning document that references, supports and works in tandem with existing Beaufort County emergency management and comprehensive plans.

- The Recovery Plan utilizes a cooperative, broad-based redevelopment process for coordination among county departments, municipalities, businesses, non-governmental organizations, regional organizations and adjacent counties.

- The Recovery Plan provides policy for a seamless transition from short term recovery to long term recovery and redevelopment.

- The Recovery Plan identifies and addresses short term recovery policies and actions that effect long term recovery and community redevelopment efforts.

Short- term Recovery efforts that greatly affect long term recovery and redevelopment success include:

1. Restoration of essential public services
2. Damage assessment
3. Emergency sheltering
4. Emergency and temporary housing
5. Business resumption
6. Debris management

Because of the importance of these policy areas, Recovery staff has taken active roles in developing policies for these short-term recovery activities.

3.5 Planning Assumptions

- Beaufort County has responsibility for managing response and short term recovery efforts, and due to the nature of long term recovery countywide redevelopment may well involve coordinated planning among the county and municipalities of the county (Beaufort, Port Royal, Bluffton, Hilton Head Island and portions of Yemassee located within Beaufort County).

- Community redevelopment is a shared process among county departments, municipalities, businesses, non-governmental organizations, regional organizations and adjacent counties.

- The Recovery Plan will be implemented in disasters that require redevelopment of unincorporated areas in Beaufort County, but which could have county-wide impacts, therefore requiring input from adjacent municipalities.

- The Recovery Plan policy is *scalable*, therefore is applicable to major catastrophic disasters, as well as, smaller scale disasters. Both large and smaller scale recovery requires redevelopment and reconstruction. Recovery Plan policy is flexible and can be adapted to meet a broad range of situations and needs.

- Recovery Plan implementation and decision-making policies will be based upon disaster impacts, resources and needs.

- Activation of the Recovery Plan will begin after Emergency Operations Center activation. Recovery Plan activation at this stage of a disaster will primarily involve intergovernmental and intercommunity coordination, activation of county/municipal agreements to ensure that decisions made during response and short term recovery are consistent with and facilitate Recovery Plan and County Recovery Ordinance policy and strategies.

3.6 Plan Organization

The Recovery Plan is organized into 22 sections.

Section 4: Recovery Plan Background

4.1 The Effect of the 2004 and 2005 Hurricane Seasons

The 2004 and 2005 hurricane seasons led many coastal communities to plan for recovery from Catastrophic disasters. Beaufort County, like many communities, is vulnerable to hurricanes. Despite long periods of calm, Beaufort County has experienced major disasters, including hurricanes, tornadoes and other natural disasters. Beaufort County has been proactive in increasing its ability and capacity to withstand and recover from a catastrophic disaster.

Beaufort County Council created the Disaster Recovery Task Force and adopted a Disaster Recovery and Reconstruction Ordinance in 2008, which was amended in 2011 and 2016. The Recovery Ordinance established the operational basis for the Beaufort County Disaster Recovery Plan.

The Disaster Recovery Task Force is comprised of members from county departments, municipalities, business, non-governmental organizations, regional organizations and citizens. Task Force participants are also found within the twenty-six Recovery Function Task Groups.

4.2 State Disaster Recovery Policy

South Carolina communities are not required to develop disaster recovery plans by state law. However, Beaufort County has a strong history of effective planning; the Recovery Plan can be viewed as a link between Beaufort County's comprehensive planning and emergency management planning. Disaster recovery addresses issues such as: quality of life, community resiliency, governmental operations, housing and structural repairs, infrastructure development, public facilities recovery, economic revitalization and land use planning.

4.3 County and Municipal Recovery Relationships

The Recovery Plan provides an opportunity and framework for Beaufort County and municipalities within the county, to be in a better position to recover more rapidly. The Recovery Plan also addresses *quality of life issues and pursuit of opportunities to reduce vulnerabilities.*

Municipalities within Beaufort County are engaged in disaster planning and preparation. Despite many shared issues and community characteristics, the Recovery Plan is based upon recognition that each jurisdiction has its own unique features and needs, and that municipal recovery strategies will vary to meet those needs. It is the County's objective to continue to include municipalities in recovery planning, recovery programs and recovery agreements.

The County Recovery Plan supports County recovery and development of municipal recovery plans. Recovery policy encourages municipalities to continue to be involved in the Recovery Task Force and to participate as members of Recovery Function Task Groups.

This policy approach has led to intergovernmental agreements and cooperation in these Recovery policy areas:

Recovery Planning
Debris Management (MOAs)
Disaster Impact Assessment (MOAs)
Hazard Mitigation

4.4 Recovery Plan Description

The plan will serve as a reference guide for Recovery decision-making and actions. It will also be concerned with *actions that can be taken before a disaster to speed the recovery process*. The plan addresses disaster recovery and redevelopment issues with long-term implications. It does not address pre-disaster mitigation or immediate response and emergency operations, as those are already covered by the Beaufort County Hazard Mitigation Plan and the Beaufort County Emergency Operations Plan, respectively.

The Beaufort County Disaster Recovery Plan is action-oriented and has a countywide implementation perspective. Pre-disaster actions and annual maintenance of the plan allow the plan to meet changing disaster recovery needs. The Beaufort County Disaster Recovery and Reconstruction Ordinance serves as a policy guide for local officials in coordinating and implementing successful short-term and long-term recovery activities following a disaster.

The Beaufort County Disaster Recovery Plan has identified twenty-six (26) Recovery Functions (RFs). Recovery Functions are activities and responsibilities that are critical to success in Long-term Recovery. Many Recovery Functions are also actively involved in Response/Short-term Recovery as Emergency Support Functions (ESFs).

See Table-1 in Section 6 for full listing of *County Recovery Functions* (RFs). *The table highlights the coordination and continuity between Response/Short-term Recovery and Long-term Recovery.*

Beaufort County Recovery Functions:

RF 1 - Impact Assessment (Disaster Assessment)
RF 2 - Continuation of Government
RF 3 - Public Information; Community Relations
RF 4 - Human Services (Short-term)
RF 5 - Individual Assistance (IA)
RF 6 - Volunteers and Donations
RF 7 - Debris Management
RF 8 - Re-entry Security
RF 9 - Health and Human Safety
RF 10 - Repair and Restoration of Public Infrastructure, Services, Buildings (Public Assistance, PA)

RF 11 - Building Inspections and Permits
RF 12- Rebuilding, Construction, Repairs, Restoration
RF 13 - Temporary Housing
RF 14 - Redevelopment (Planning and Zoning Ordinance Enforcement)
RF 15 - Economic Restoration and Development
RF 16 - Environmental Preservation and Restoration
RF 17 – Hazard Mitigation
RF 18 – Recovery Administration and Finance
RF 19 - Mutual Aid Protocols
RF 20 - Pre-disaster Equipment and Facilities Deployment
RF 21 - Transportation (Recovery Procedures)
RF 22 - Recovery Procedures for Pets/Animals
RF 23 - Utilities Restoration
RF 24 - Schools (Recovery)
RF 25 - County Employees
RF 26 - Mortuary Operations

4.5 Recovery Management Structure and Recovery Operations

The Recovery Plan, Recovery ordinance and Recovery Operations Plan establish recovery management structure and policy base for recovery. The Operations Plan details recovery operations, including transition from Response/Short-term Recovery to Long-term Recovery. (See Section 19)

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

4.6 National Disaster Recovery Framework, September, 2011.

The County Recovery Plan anticipated many features of the National Disaster Recovery Framework, therefore, the County Recovery Plan supports its' major policy recommendations integrating local, state and federal recovery policy.

4.6.1 Purpose Statement of the National Disaster Recovery Framework:

The National Disaster Recovery Framework (NDRF) outlines how community recovery is supported on a national level. The framework builds on scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities, linking local, state, tribal and federal governments, the private sector, and voluntary, faith-based and community organizations that play vital roles in recovery.

It captures resources, capabilities, and best practices for recovering from disaster, recognizing that significant challenges can confront all recovery efforts, from a relatively localized event to a large-scale disaster that demands substantial resources.

4.6.2 Core Principles of the National Disaster Recovery Framework:

The eight core principles that guide the NDRF are:

1. Individual and family empowerment
2. Leadership and local primacy
3. Preparation for recovery
4. Partnership and inclusiveness
5. Communications
6. Unity of effort
7. Timeliness and flexibility

8. Resilience and stability

References to the National Disaster Recovery Framework and NDRF Interagency Operational Plan can be found in Sections 17 and 18.

Section 5: Summary of the Sandy Recovery Improvement Act of 2013.

5.1 Introduction and Overview:

Hurricane Sandy caused extensive human suffering and damage to public and private property. In response to this catastrophic event, Congress considered legislation to provide supplemental appropriations to federal disaster assistance programs. In addition, Congress considered revisions to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act, P.L. 93-288 as amended), which is the primary source of authorities for disaster assistance programs for the Federal Emergency Management Agency (FEMA).

As a result, Congress passed the Sandy Recovery Improvement Act of 2013, which was included as Division B of the Disaster Relief Appropriations Act, 2013 (P.L. 113-2). Division A of P.L. 113-2 provided a $50.7 billion package of disaster assistance largely focused on responding to Hurricane Sandy. Source: "Analysis of the Sandy Recovery Improvement Act of 2013", Congressional Research Service, p. 1-31.

Additionally, Congress increased the National Flood Insurance Program's borrowing authority by $9.7 billion (from $20.725 to $30.425 billion) (P.L. 113-1). Both of these supplemental relief laws are discussed separately in CRS Report R42869, FY2013, "Supplemental Funding for Disaster Relief".

5.2 Provisions of the Sandy Recovery Improvement Act of 2013:

These provisions amend the Stafford Act with a stated goal of improving the efficiency and quality of disaster assistance provided by FEMA. Briefly, the amendments to the Stafford Act include:

- Establishing a new set of alternative procedures for administering the Public Assistance Program (PA), which provides assistance for debris removal and the repair and restoration of eligible facilities (Section 1102);
- Authorizing FEMA to enter into agreements with private owners of multi-family rental properties to expand post-disaster housing resources (Section 1103);
- Revising the administration of the Hazard Mitigation Grant Program, to include a possible advancement of 25% of grant funds (Section 1104);
- Directing the establishment of alternative dispute resolution procedures (including binding arbitration), building on FEMA's current appeals process, to resolve federal and state disagreements on costs and eligibility questions (Section 1105);
- Directing the creation of a joint process for environmental and historical review for disaster recovery projects with the goal of increasing the speed of the process (Section 1106);
- Directing FEMA to study, and report to Congress, whether it is appropriate to increase the dollar size of "small projects" eligible for simplified procedures (Section 1107);
- Including child care as an eligible expense under the "other needs assistance" provided in certain disasters (Section 1108 (a));
- Authorizing reimbursement of the base wages of government employees providing emergency work under certain circumstances (Section 1108 (b));
- Directing FEMA to update factors considered when assessing the need for Individual Assistance in the declaration process (Section 1109);
- Authorizing the chief executive of a tribal government to directly request disaster or emergency declarations from the President, as a governor can for a state (Section 1111).

- Directing FEMA to create a comprehensive national strategy for reducing the cost of future disasters (Section 1111);
- The changes in law apply to disasters declared on or after the date of enactment, January 29, 2013.

5.3 Summary of Changes to Recovery Legislation and Policy Based Upon the Sandy Recovery Improvement Act:

The Sandy Recovery Improvement Act offers:

- *More flexibility for rebuilding;*
- *The option to use straight time force account labor for debris operations and emergency work;*
- *Elimination of alternate project penalties for all types and categories of work;*
- *Opportunity for consolidated projects and independent review of scopes of work;*
- *New cost share incentives;*
- *Incentives for FEMA-approved pre-disaster debris management plans and at least one pre-qualified debris contractor, etc...*

5.4 Specific Sandy Legislative Recovery Provisions:

Streamlined Environmental Review Procedures

Expedites hazard mitigation projects by streamlining the environmental review and requires the President to establish "expedited review" for environmental and historic requirements for rebuilding damaged infrastructure.

Allows Greater Flexibility to Reduce Rebuilding Time and Lower Costs

Gives local governments greater flexibility to consolidate or rebuild facilities by allowing FEMA to issue fixed price grants on the basis of damaged estimates instead of a traditional reimbursement process – the current FEMA process is mired in regulations that delay rebuilding for years and drive up project costs by 25 percent or more.

This improvement will allow local governments to rebuild faster and more efficiently, without having to negotiate with federal emergency program staff over the cost of each replaced item.

Reduces Debris Removal Costs

Cuts debris removal costs dramatically by utilizing reforms from a successful 2006 Debris Removal Pilot Program that enables operations to be conducted in a more cost-effective manner and to incentivize the completion of projects on time and under budget.

Provides Flexibility for Less Expensive Housing Options

Allows FEMA to make limited repairs (to rental property), instead of lease payments, for the purpose of providing housing that is less expensive than traditional FEMA trailers. A 2006 pilot program documented dramatic savings over the use of trailers.

Improves Dispute Resolution to Avoid Cost Overruns

Establishes a limited dispute resolution pilot to resolve disputes over assistance to drive projects to closure and avoid cost overruns. Communities recovering from storms will benefit from a more reasonable, curtailed dispute resolution process, which will help keep project costs in check by avoiding increased project costs associated with lengthy project delays.

Reformed Individual Assistance Factors

Requires FEMA to review and update factors for individual assistance disaster declarations to make them less subjective.

Ensures Tribal Communities Receive Equitable Treatment

Provides for disaster declarations for tribal communities in a more direct fashion by allowing these communities to go directly to the President.

Recommendations for Reducing Costs of Future Disasters

Directs FEMA to submit recommendations to Congress for the development of a national strategy to reduce future costs, loss of life and injuries associated with extreme disaster events.

5.5 Source Material:

1. “Analysis of the Sandy Recovery Improvement Act of 2013”, Congressional Research Service (CRS), p. 1-31, March 11, 2013.

2. FEMA: Sandy Recovery Improvement Act of 2013-Fact Sheet, retrieved 7/7/14.

3. The Stafford Act is codified as 42 USC §5121 et.seq.

4. H.R. 219, Sandy Recovery Improvement Act (of 2013), U.S. House debate, Congressional Record, daily edition, January 14, 2014, pp. H65-72.

5. Congressional Research Service (CRS) R40708, “Disaster Relief Funding and Emergency Supplemental Appropriations”, by Bruce R. Lindsay and Justin Murray, July 15, 2009.

6. “Cost Sharing Regulations”, 44 CFR 2 Congressional Research Service (CRS), §206.47.

7. Discussion of cost-shares see CRS Report R41101, “FEMA Disaster Cost-Shares: Evolution and Analysis”, by Francis X. McCarthy, March 9, 2010.

8. Factors considered evaluating a Governor's request for a major disaster declaration, 44 CFR 206.48 - GPO.

9. CRS Report RL34146, “FEMS’s Disaster Declaration Process: A Primer”, Francis X. McCarthy, March 18, 2010.

10. U.S. Department of Homeland Security, FEMA, “Individuals and Households Pilot Program, Fiscal Year 2009 Report to Congress”, May 19, 2009, p.4.

11. Testimony of Mark Riley, Deputy Director of the Governor’s Office of Homeland Security and Emergency Preparedness for the State of Louisiana in the U. S. Congress, House Committee on Transportation and Infrastructure, “Review of the Preparedness Response and Recovery from Hurricane”, 112th Congress, 2nd session, December 4, 2012.

12. The Public Assistance Program is authorized by Sections 403(a) (3) (A), 406, 407, and 502(a) (5) of the Stafford Act. Respectively these sections of the Stafford Act refer to emergency debris removal; repair, restoration, and replacement of damaged facilities; non-essential debris removal; and debris removal (via an emergency declaration).

13. The eligibility of costs in category B assistance would be revised in Section 1108(a) of the Sandy Recovery improvement Act of 2013. Under FEMA policy guidance for PA, there are seven categories. Under “emergency work” there is Category A-Debris Removal and Category B-Emergency Protective Measures, and under “permanent work” there are Category C-Roads and Bridges, Category D-Parks, Recreational Facilities, and other items.

14. CRS Report RL33729, “Federal Emergency Management Policy Changes after Hurricane Katrina: A Summary of Statutory Provisions coordinated by Keith Bea, November 15, 2006.

15. See Department of Homeland Security, Debris Removal: Eligibility of Force Account Labor Straight-Time Costs under the Public Assistance Program for Hurricane Sandy, 77 Federal Register 67285, November 9, 2012.

16. FEMA, "Public Assistance Pilot Program: Fiscal Year 2009 Report to Congress", May 20, 2009.

17. Department of Homeland Security, Office of the Inspector General, "FEMA's Oversight and Management of Debris Removal Operations", OIG-11-40, Washington, DC, February 2011, at http://www.oig.dhs.gov/assets/Mgmt/OIG_11-40_Feb11.pdf.

18. FEMA, "New Arbitration Panels for FEMA Public Assistance Program Concerning Hurricanes Katina and Rita", Aug. 9, 2009 at http://www.fema.gov/news/newsrelease.fema?id=49243.

19. "Overview of the Sandy Recovery Improvement Act and Implementation Status"' FEMA, September, 2013.

20. "Sandy Recovery Improvement Act (SRIA) of 2013), Public Assistance Program Alternatives Pilot Program", Public Assistance Division, FEMA, U.S. DHS, 2014.

21. "Public Assistance Alternatives Procedures, Pilot Program-Debris Removal Standard Operation Procedures", October 31, 2013.

Section 6: Recovery Plan Overview, Objectives, Purpose and Scope

6.1 Recovery Plan Overview

Beaufort County is located in the Southeastern corner of South Carolina, just north of Savannah, Georgia and about an hour and a half drive south of Charleston, South Carolina. Beaufort County is a popular tourist destination with abundant wildlife, beautiful sandy beaches, scenic waterways and highways, and large tidal marshes and preserved wetlands.

Beaufort County is also susceptible to a variety of natural hazards including, but not limited to, hurricanes, floods and earthquakes. In recognition of this vulnerability, Beaufort County leaders and staff members initiated a planning process in 2005, which lead to the 2008 Disaster Recovery and Reconstruction Ordinance (found in Section 14, Appendix C). The Recovery Plan provides an opportunity and framework for Beaufort County, and municipalities within the county, to be in a better position to recover more rapidly, as well as, address *quality of life issues and to pursue opportunities to effectively reduce hazards vulnerabilities present in most communities.*

Prior to drafting of the Recovery Plan, Beaufort County had developed disaster response policies and practices that had been in place for many years; however, Hurricane Katrina, which impacted the Louisiana, Mississippi and Alabama Gulf Coasts in August of 2005, exposed many disaster recovery issues and gaps in local, state and federal response and recovery efforts for many communities. Concern over these issues prompted the Beaufort County Council to adopt the Disaster Recovery and Reconstruction Ordinance, which lead to the Beaufort County Disaster Recovery Plan.

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

6.2 Recovery Plan Objectives:

- To facilitate returning Beaufort County to pre-disaster conditions when it is appropriate and *to offer the opportunity to improve the county by positioning itself to maximize post-disaster opportunities to reduce hazard vulnerabilities.*
- To function in an integrated fashion with the existing Beaufort County emergency management and growth management plans and policies.
- To provide a seamless transition from Short-term Recovery *Emergency Support Functions* (ESFs) to Long-term Recovery *Functions* (RFs).
- To provide in-put and policy structure for short-term recovery policies *that have an effect upon long-term recovery and redevelopment*. Short-term recovery efforts that affect long-term recovery and redevelopment include: restoration of essential services, damage assessment, temporary housing and debris removal. Long-term recovery focuses upon: rebuilding structures and infrastructure, the economy and culture, and restoring the natural environment.

6.3 Recovery Plan Purpose

The general purposes of the disaster recovery plan are to protect life and the safety of County residents and re-establishing the economic viability of the county, while making it a better and safer place. In 2008 the Recovery Task Force developed the following Vision Statement for the Recovery Plan, as it worked to develop recommendations for the County Recovery Plan:

Recovery Plan Vision Statement

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

Adopted by the Beaufort County Recovery Task Force, 2008

As the County has moved beyond adopting the 2008 Recovery and Reconstruction Ordinance; the Recovery Task Force has developed this Vision Statement to guide recovery implementation.

Recovery Vision Statement

Going Beyond Restoring.....…To Improving Communities.

Disaster Recovery is focused upon long-term redevelopment, *opportunity and making things better as we re-build*.

The Beaufort County Recovery Plan and it's approach to redevelopment *go beyond restoring communities by adopting policies that lead to better and safer communities.*

Our policies and strategies include implementing hazard mitigation projects during rebuilding, strengthening building codes, changing land use and zoning policies, improving transportation corridors, building more affordable housing, and developing new economic opportunities – to make our communities stronger by promoting economic revitalization by making them better and safer communities.

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

The plan is a guide for addressing recovery issues following a disaster. It is not meant to serve as guide for immediate disaster response issues. Those issues are adequately addressed in the Beaufort County Emergency Operations Plan (EOP).

The Recovery and Reconstruction Ordinance provides procedures and policies identified in the Recovery Plan. By adopting the Disaster Recovery and Reconstruction Ordinance, Beaufort County Council established policies to expedite recovery by authorizing consideration of extraordinary governmental actions to be taken during a declared local emergency to expedite implementation of recovery and reconstruction measures.

6.4 Scope of the Recovery Plan

The Disaster Recovery Plan was developed to help facilitate disaster recovery efforts of Beaufort County and to provide policies for Recovery coordination with the municipal governments of the County.

Despite many shared issues and community characteristics, the Recovery Plan is based upon recognition that each jurisdiction has its own unique features and needs and that municipal recovery strategies will vary to meet those needs.

The Recovery Plan offers policies that both support County Recovery and development of municipal recovery plans.

The Recovery Task Force includes representation from municipalities, Beaufort County and private sector. Recovery Task Force representation policy is designed to facilitate input to recovery policies that will provide seamless rebuilding of the entire community. The Recovery Plan is built upon the realization that disasters do not stop at county or municipal lines.

6.5 Authority and Compliance with National Emergency Management Policies and Standards

The Beaufort County Disaster Recovery Plan complies with these national policies and standards:

National Disaster Recovery Framework (NDRF)

National Incident Management Systems (NIMS)

National Response Plan (NRP)

National Fire Protection Association's (NFPA) 1600 Standard

Emergency Management Accreditation Program (EMAP)

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

Section 7: Beaufort County Approach to Disaster Recovery: Sustainable Recovery

7.1 10-Step Process for Local Sustainable Recovery

Step 1: Get organized.

Step 2: Involve the public.

Step 3: Coordinate with other agencies, departments, and groups.

Step 4: Identify the post-disaster problem situations.
This step will culminate in a list of problem situations, accompanied by back-up information.

Step 5: Evaluate the problems and identify opportunities.

Step 6: Set goals.
This step involves getting people to agree on what should be done.

Step 7: Develop strategies for implementation.
Working with the list of goals developed in Step 6, the recovery team reviews the tools, funding, and expertise available to achieve each of them. This will produce a package associated with each community goal that outlines what is needed to achieve it.

Step 8: Plan for action.
During this step the planning or recovery team drafts a complete plan for holistic recovery activities that fits into the recovery plan.

Consideration should be given to coordination with other community plans and programs, such as capital improvements, drainage, transportation, housing, and recreation plans. After public and agency/entity review, the plan should be revised and finalized.

Step 9: Get agreement on the plan for action.
In many instances, the state, county, and local governments will need to formally adopt the plan of action into the recovery or comprehensive plan.

Step 10: Implement, evaluate, and revise.

These final steps set the stage for managing recovery and ensuring that the community maximizes the opportunities that began as a disaster.

Some goals and strategies will need to be modified. A formal monitoring process to identify these needed changes and ensures that certain efforts are not simply abandoned when an unforeseen obstacle is reached. Stakeholders will participate in annual reviews and help develop indicators of progress.

7.2 Principles of Sustainability and Options For Applying Them

1. Maintain and enhance quality of life.
Options:
- Make housing available/affordable/better
- Provide education opportunities
- Ensure mobility
- Provide health and other services
- Provide employment opportunities
- Provide for recreation
- Maintain safe/healthy environs
- Provide opportunities for civic engagement

2. Enhance economic vitality.
Options:
- Support area redevelopment and revitalization
- Attract/retain businesses
- Attract/retain work force
- Enhance economic functionality
- Develop/redevelop recreational, historic, tourist attractions

3. Ensure social and intergenerational equity.
Options:
- Preserve/conserve natural, cultural, historical resources
- Adopt a longer-term focus for all planning
- Avoid/remedy disproportionate impacts on groups
- Consider future generations. quality of life
- Value diversity
- Preserve social connections in and among groups

4. Enhance environmental quality.
Options:
- Preserve/conserve/restore natural resources
- Protect open space
- Manage storm water
- Prevent/remediate pollution

5. Incorporate disaster resilience/mitigation.
Options:
- Make buildings and infrastructure damage-resistant
- Avoid development in hazardous areas
- Manage storm water
- Protect natural areas
- Promote and obtain hazard and other insurance

6. Use a participatory process incorporated in each of other principles.

7.3 Tools for Community Sustainability

Local redevelopment authority
Economic incentives
Loans for businesses
Housing authority
Capital improvements
Loan interest subsidy programs
Revolving loan funds for public investment
Redistricting
Subdivision regulations
Building codes
Special ordinances
Tax incentives
Transfer of development rights
Easements
Land purchase
Voluntary agreements
Planning
Retrofitting buildings
Habitat protection
Filter strips
Riparian buffers
Soil conservation and management
Ecosystem restoration
Zoning and rezoning
Public education and awareness campaigns and events
Special protection of critical facilities, utilities, networks
Valuing public spaces
Limiting public investment in hazardous areas
Relocation out of hazardous areas
Preservation of natural floodplain, coastal, wetland, other functions
Private-public partnerships and networks
Ombudspersons
Targeted workshops

Primary Source Material Sections 6 and 7:

"Holistic Disaster Recovery, Ideas for Building Local Sustainability After a Natural Disaster" (2011), Natural Hazards Research and Applications Information Center, University of Colorado, Boulder, Colorado.

Other Sources Section 6 and 7:

"Holistic Disaster Recovery: Creating a More Sustainable Future", 2004, Smith, G.P., Emergency Management Institute.

"Disaster Recovery", Webber, J.H., Emergency Planning, Response, and Recovery, 2013, Chapter 4, WEF Special Publication, pp. 125-156.

"Sustainable Disaster Recovery: Operationalizing an Existing Agenda", Handbook of Disaster Research, pp. 234-257.

"Disaster Recovery Policies and Procedures", Webber, J.H., Best Practices for Local Government, 2010, International City/County Management Association (ICMA), pp. 191-195.

Section 8: Recovery Management Overview

8.1 Recovery Task Force

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

The Beaufort County Administrator has vested operational authority and responsibility for disaster recovery coordination in both the Director of Environmental Engineering and the Director of Public Works. The Division Director of Environmental Engineering is the Recovery Task Force Disaster Recovery Director and is responsible to the County Administrator. The Recovery Director serves as Vice-Chairperson of the Recovery Task Force and serves in that capacity if the Chairperson is not available. The Director of Public Works serves as the Recovery Task Force Recovery Deputy Director and as Deputy Vice-Chairperson if the Vice-Chairperson is not available.

The Disaster Recovery Task Force was created by the 2008 Disaster Recovery and Reconstruction Ordinance.

8.2 Major Recovery Task Force Advisory Duties

- ●To provide recommendations regarding restoration and redevelopment of specific areas of the County, redevelopment plans, appropriate permitting procedures, plan review requirements, ordinance enforcement and zoning permit policy. *(To promote recovery and economic revitalization)*
- ●To provide recommendations regarding short-term recovery decision-making and short- term operational modifications to improve long-term recovery, community economic revitalization and community redevelopment.
- ● Evaluation of policy's and policy recommendations to promote effective coordination to accomplish recovery tasks and activities.
- ● Identification of hazard mitigation needs opportunities and resources.
- ● Recommendations regarding Recovery Function activation and deactivation.

8.3 Recovery Task Force Structure and Membership

8.3.1 Recovery Task Force Management Structure:

County Administrator, Chairperson
County Director of Environmental Engineering
County Attorney, Legal Advisor
County Disaster Recovery Coordinator

8.3.2 Recovery Task Force Membership:

Recovery Function Task Groups (26) and Support Agencies (See Appendix A for the complete list)

8.3.3 Public and Private Sector Representation:

County Council
County departments
Municipalities
School District
Public utilities/Public service districts
Medical, health and human safety organizations
Human needs organizations
Homebuilder associations

State agency's (Emergency Management, DHEC-OCRM, DNR, Dept. of Education, Dept. of Agriculture and others as needed)

Non-profit organizations:

Red Cross
Salvation Army
United Way
Palmetto Breeze
Chambers of Commerce
Economic development organizations
Councils of government
Regional organizations
Regional media outlets

The Recovery Ordinance allows the Recovery Task Force to add other groups and organizations necessary for effective recovery operations. Examples include adjacent county participation in regional recovery issues, such as emergency and temporary housing needs. *(2011) Beaufort County Disaster Recovery Ordinance, Sections 22-104(1) (6) and 22-104(5). Copy found in Sec. 14, Appendix C of this document.*

8.4 Short-Term and Long-Term Recovery Shared Functions and Membership

- The Emergency Management Division Director and County Recovery Task Force Director are responsible for coordination of Short-term Recovery Emergency Support Functions (ESFs) and Long-term Recovery Functions (RFs).

  The Emergency Management Division and Disaster Recovery share interrelated functions and membership within ESFs and RFs. **The Beaufort County Recovery Ordinance requires that EMD and Recovery staffs jointly review all interrelated ESF and RF policies with support agencies.** See **Table 1** for a representation of County ESF-RF relationships.

8.5 Additional Organizational Features

- The Recovery Task Force Director may create standing, or ad hoc committees, as needed to address county-wide needs and issues. Examples might be committees, with county, municipal and private sector representation to address issues such as: recovery housing needs and polices, debris management needs and policy and redevelopment coordination policy. *(2011) Beaufort County Disaster Recovery Ordinance, Sections 22-104(1) (6) and 22-104(5).*

Table - 1

Beaufort County
ESF and RF Continuity

Policy Coordination Between Short-Term and Long-Term Recovery

RECOVERY FUNCTIONS (RFs) (Long-Term)	EMERGENCY SUPPORT FUNCTIONS (ESFs) (Short-Term)
RF 1 - Impact Assessment (Disaster Assessment)	Joint Policy and Coordination
RF 2 - Continuation of Government	Joint Policy and Coordination
RF 3 - Public Information; Community Relations	ESF 5, ESF 15
RF 4 - Human Services (Short-term)	ESF 6
RF 5 - Individual Assistance	ESF 6
RF 6 - Volunteers and Donations	ESF 18
RF 7 - Debris Management	Joint Policy and Coordination
RF 8 - Re-entry Security	ESF 13
RF 9 - Health and Human Safety	ESF 8
RF10 – Repair/Restoration of Public Infrastructure, Services, Buildings (Public Assistance, PA)	ESF 3
RF 11 - Building Inspections and Permits	
RF 12 - Rebuilding, Construction, Repairs, Restoration	
RF 13 - Temporary Housing	Joint Policy and Coordination
RF 14 - Redevelopment (Planning/Zoning)	
RF 15 - Economic Restoration and Development	ESF 24
RF 16 - Environmental Preservation and Restoration	
RF 17 – Hazard Mitigation	
RF 18 - Recovery Administration and Finance	ESF 7
RF 19 - Mutual Aid Protocols	Joint Policy and Coordination
RF 20 - Pre-disaster Equipment/Facilities Deployment	ESF 3
RF 21 - Transportation Recovery Procedures	ESF 1
RF 22 - Recovery Procedures for Pets/Animals	ESF 17
RF 23 - Utilities Restoration	ESF 3
RF 24 – Schools Recovery	
RF 25 - County Employees	Joint Policy and Coordination
RF 26 - Mortuary Operations	ESF 8

Definitions:

ESF – Emergency Support Functions. These are Response and Short-Term Recovery functions managed by the **Emergency Management Division of the Sheriff's Office**.

RF – Recovery Functions. These are Long-Term Recovery Functions managed by the **Recovery Director and Recovery Task Force.**

Section 9: Disaster Recovery Plan Implementation

9.1 Recovery Activation

When an emergency declaration is in force, or when a determination that a local emergency exists, the County Administrator shall authorize activation of the Recovery Task Force and the Disaster Recovery Plan. After a declaration or determination of an emergency, and for the duration of the emergency period, the Recovery Task Force shall meet daily or as frequently as determined by the Recovery Director. (Recovery Operations Plan).

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

All County employees should be aware that in a disaster, normal county operations are suspended and personnel may be reassigned to recovery operations. Each department that has membership on the Recovery Task Force should have a minimum of two (2) staff members who are familiar with Emergency Management activities and who are familiar with the Disaster Recovery Plan and the staff assignments provided herein. *(2011), Beaufort County Disaster Recovery Ordinance, Section, 22-106 (2).*

9.2 Recovery Staffing Needs

In recovery, it may be necessary to hire additional staff members to perform various recovery-related specialized duties (for example, additional administrative support for various departments). All additional hiring will be coordinated through the Employee Services Department at the direction of the County Administrator. Whenever possible, funding for filling such positions will be provided by sources other than Beaufort County funding, primarily from state/federal grants and/or loan funds. If no additional funding sources are available, emergency funds may need to be spent to fill additional staffing needs. Authorization of the expenditure of emergency funds may only be approved by the County Administrator. *(2010, Beaufort County Disaster Recovery Ordinance, Section, 22-106 (4).)*

9.3 Municipal Roles in the Recovery Organization Network

Many recovery activities are managed at the county level by Beaufort County. In many instances, however, activities will require significant input and coordination with municipal governments within Beaufort County (for example, debris operations, identification of temporary housing sites and Disaster Recovery Center locations and operation).

The Recovery Task Force includes representation from municipalities. More detail on municipal governments' role in disaster recovery is provided in the individual Recovery Functions (Appendix B). The Town of Hilton Head Island has developed a separate Disaster Recovery Plan and will lead recovery activities within municipal limits. The County and Hilton Head Island will continue the close coordination we have experienced since the County adopted the Recovery Ordinance in 2008.

9.4 Deactivating Recovery Operations

Recovery operations shall continue until the County Administrator notifies staff to return to normal functions and responsibilities. Normal operations will not resume until either the Emergency Management Director (for short-term emergency activities) or the Director of Recovery Task Force (for long-term

recovery activities) notify the County Administrator that response/recovery activities have been completed.

Section 10: Recovery Concept of Operations for the Emergency Operations Center (EOC)

10.1 Keys to Disaster Recovery Operations

Response and Recovery share an organic operational relationship within the EOC management structure supported by the Beaufort County Disaster Recovery Operations Policy Plan and EOC policies. As Response wanes Recovery responsibilities expand. (See Table 2, for a representation of this relationship.) Recovery Function (RF) policy and practices, in some cases, evolve from Emergency Support Functions (ESFs) in the Beaufort County Emergency Operations Plan. This policy was deliberately established by the Beaufort County Council (in the Beaufort County Recovery and Reconstruction Ordinance) to facilitate orderly transition of staff associated with ESFs to their duties defined within the Recovery Ordinance and Recovery Plan.

Emergency Support Functions (ESFs) that have active roles in the response phase of a disaster will transition to Recovery Function duties as response operations begin to stabilize and are phased out.

As the response phase stabilizes, the EOC begins the coordination of disaster recovery activities and will work to implement the recommendations of the Recovery Task Force as appropriate.

10.2 Emergency Operations Center and Disaster Recovery (Short and Long-term Recovery)

In a disaster the Emergency Operations Center (EOC) will already be in operation. *Key elements of the Recovery Task Force management structure, as well as, Recovery Function Groups*, *are part of the EOC organizational structure by design*. ***The purpose of Task Force presence in the Response phase is to involve Recovery in Response decision-making that will impact upon Long-Term Recovery****.* The County has built this relationship into its policies and actions to prepare the County for *coordinated and integrated Response and Recovery actions*. This relationship is based upon the 2008 Recovery Ordinance and serves as the basis for Response and Recovery coordination.

Response/Short-term Recovery and Long-term Recovery share a mutual operational approach, established by National Disaster Recovery Framework, the National Response Plan and the Beaufort County Disaster Recovery and Reconstruction Ordinance. See Table 2 for a representation of this relationship.

The Recovery Task Force will be activated by the Beaufort County Council by recommendation of the County Administrator. The Task Force will begin meeting as soon as a quorum is reached. One of the main responsibilities of the Recovery Task Force is determining which Recovery Functions need to be activated.

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

In Beaufort County, the focal point of operations for the ICS in a disaster is the Emergency Operations Center (EOC). ***Disaster recovery activities begin while response operational activities are still underway.*** For all events, recovery activities will begin in the Beaufort County Emergency Operations Center as the staff works to assemble data related to the extent of damages and to begin the recovery and redevelopment planning process.

If a Recovery Function needs to be activated before the Recovery Task Force can begin holding meetings, authority is granted to the County Administrator, and the Director of the Recovery Task Force, after consultation with each other.

10.3 Recovery Support Functions (RSFs) and Emergency Support Functions (ESFs)

Recovery Support Functions (RSFs) and Emergency Support Functions (ESFs) are based upon national recovery and response policies. The RSF/ESF system is structured to provide support to incident managers by organizing resources needed to implement the given mission of each RSF/ESF. ***Emergency Support Functions (ESFs) that have active roles in the response phase of a disaster may transition to Recovery duties, if they are needed as disaster response operations begin to stabilize and phase out.***

10.4 Recovery Functions (RFs)

The Recovery structure and policies are also based upon the National Response Plan. The Recovery Functions (RFs) system is structured to provide support to incident managers (involved in Recovery) by organizing resources needed by the given mission of each RF. *Emergency Support Functions that have active roles in the response phase of a disaster (as established in the Beaufort County Emergency Operations Plan) will transition to Recovery Function duties as disaster response operations begin to stabilize.*

A complete list of Beaufort County Recovery Functions (RFs) is found in Section 13, Appendix A. The RF list represents activity categories and programs that the County and its citizens are likely to need following a disaster.

Most Recovery Functions (RFs) are similar to existing Emergency Support Functions (ESFs) in the Beaufort County Emergency Operations Plan. *Recovery policy was deliberately established by the Beaufort County Council to facilitate orderly transition of the staff associated with the ESFs to their duties defined within the Recovery Ordinance and Recovery Plan, once the County shifts from emergency response and short-term recovery operations to long-term recovery operations.*

10.5 EOC Recovery Planning Group and the Recovery Action Plan

During disaster response mode, the Recovery Planning Group is formed under the direction of the EOC Planning Officer. The Planning Group shall begin to draft an Action Plan for use by the Recovery Task Force. The Recovery Director and the Recovery Coordinator will be directly involved in this process. The Recovery Task Force, as well as, other groups will be involved that are deemed necessary.

The Action Plan will utilize disaster impact data to address the situation confronting Beaufort County. Assessment data will benefit other EOC staff, as well as, the Recovery Task Force. It is anticipated that information will be derived from the impact assessment process, as well as, other preliminary and in-depth information gathering efforts by the County, other support groups and organizations.

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

10.6 Recovery and Reconstruction Strategy

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

This strategic program will be known as the Recovery Strategy and will identify and prioritize major actions contemplated such as business resumption, economic reinvestment, housing replacement, infrastructure restoration, and potential sources of financing to support these functions.
After consultation with other governmental entities, business and citizen representatives; the Recovery Strategy will be forwarded to the Beaufort County Council for review and approval. The Recovery Strategy will provide detailed information regarding proposed and ongoing implementation of initiatives necessary for implementation of critical priorities. The Recovery Strategy will identify and suggest amendments to County plans, codes, or ordinances that might otherwise contradict or block strategic recovery action.

The Recovery Director and the Recovery Task Force Chair will periodically report to the Beaufort County Council regarding progress toward implementation of the Recovery Strategy, as well as, with any adjustments that may be called for by changing circumstances and conditions.

10.7 Recovery Operations Center (ROC) Task Groups and Recovery Function Assignments

After Response phase duties end the Recovery Operations Center (ROC) will come into operation. The ROC will be organized into Operations Groups to streamline assignment of responsibility of tasks in Recovery.

Listed below are standing Recovery Function (RFs) assignments to the ROC Task Groups structure. *It should be noted that in a disaster these assignments may be adjusted to meet the specific needs faced by the county, and that functioning "subcommittees" will likely be formed within ROC Task Groups and that additional members may be added from existing Recovery Function Groups or other groups, as need dictates, by the Recovery Director in consultation with the Recovery Task Force.*

10.7.1 ROC Task Groups:

Economic Revitalization/Redevelopment and Business and Industry Restoration
- RF 1 – Impact Assessment
- RF 14 – Redevelopment
- RF 15 – Economic Restoration
- RF 10 – Repair and Restoration of Public Infrastructure
- RF 11 – Building Inspections and Permits
- RF 12 – Rebuilding and Construction
- RF 13 – Temporary Housing
- RF 16 – Environmental Preservation and Restoration
- RF 17 – Hazard Mitigation (application of Co. Hazard Mitigation Plan to utilize public Hazard Mitigation grant resources)
- RF 23 - Utilities Restoration
- RF 24 - Schools Recovery

Public Works
- RF 7 – Debris Management
- RF 20 – Pre-disaster Equipment and Facilities
- RF 23 – Utilities Restoration

Public Safety: Law Enforcement and Fire Safety
- RF 8 – Re-entry Security
- RF 11 – Building Inspections and Permits
- RF 22 – Pets and Animals (Co. Animal Control)

Resources
- RF 2 – Continuity of Government (Services)
- RF 17 – Hazard Mitigation (application of Co. Hazard Mitigation Plan to utilize public Hazard Mitigation grant resources)

RF 24 – Schools Recovery
RF 25 – County Employees

Communications
RF 3 – Public Information and Community Relations
(Includes Communications Truck, the Recovery website, as well as RF 3 responsibilities)

Public Information
RF 3 – Public Information and Community Relations

Donated Goods/Volunteers/Emergency Welfare Services
RF 4 – Human Services
RF 5 – Individual Assistance
RF 6 – Volunteers and Donations
RF 13 – Emergency Housing (and Temporary Housing)

Medical/Public Health and Safety
RF 9 – Health and Human Safety
RF 26 – Mortuary Operations

Transportation
RF 21 – Transportation (Services)

Recovery Management
RF 25 – County Employees (Re-deployment of Co. employees to needed management functions)
RF 18 – Recovery Administration and Finance
RF 19 – Mutual Aid Protocols (use of, changes to, development/recommendations for new)

Table – 2

Shared Operational Approach:
Response/Short-Term Recovery and Long-Term Recovery

Beaufort County Operational Approach to Short and Long-Term Recovery

Response/Short-term Recovery	**Long-term Recovery**
EOC **(1).**	ROC **(2).**
Policy & Operational Structure	Policy & Operational Structure
Webeoc	Webeoc
EOT (Emergency Operations Team)	EOT
Command Structure	Command Structure
Situation Management Team	Situation Management Team
Unified Area Command	Unified Area Command
Command and Control	Command and Control
Policy Group	Policy Group
Operations, Logistics, Finance, Planning	Operations, Logistics, Finance, Planning

Short-Term Recovery and Long-Term Recovery Forces (with RF assignments)

***EOC Groups* (3).**	***ROC Task Groups/RF Assignments* (4).**
Business and Industry	Business and Industry: (RFs - 1, 10, 11, 12, 13, 16, 17, 23, 24)
Public Works	Public Works: (RFs - 7, 20, 23)
Law Enforcement	Law Enforcement: (RFs - 8, 11, 22)
Resources	Resources: (RFs - 2, 17, 24, 25)
Communications	Communications: (RF: 3)
Public Information	Public Information: (RF: 3)
Donated Goods/Vols/Emer Welfare Services	Donated Goods/Vols/Emer Welfare Services: (RFs - 4, 5, 6, 13)
Medical	Medical: (RF - 9, 26)
Transportation	Transportation (Services): (RF: 21)
Fire	Fire (will be combined with Law Enforcement to include all aspects of Public Safety)

Explanatory Notes:
(1). Emergency Operations Center (EOC) management responsibility: County Emergency Management Division of the Sheriff's Office.
(2). Recovery Operations Center (ROC) management responsibility: Recovery Director and Recovery Task Force.
(3). Beaufort County Emergency Operations Plan, Disaster Recovery Annex
(4). Beaufort County Disaster Recovery Plan and *Beaufort County Disaster Recovery and Reconstruction Ordinance* (2016)

Section 11: Recovery Strategies: Short and Long-Term Recovery

As discussed in Section 6 disaster recovery activities that Beaufort County will face following a disaster or emergency fall into two operational categories:

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

11.1 Short-Term Recovery

Short-term recovery activities are generally those activities that are required soon after a disaster. They are initiated by the Emergency Operations Center (EOC) while in emergency response mode.

Short-term recovery activities include such functions as implementing curfews, impact assessments, reestablishment of the critical infrastructure necessary for community reconstruction, reestablishment of critical services that meet the physical and safety needs of Beaufort County and its municipalities (water, food, ice, medicine and medical care, emergency access, and continuity of government operations), and coordinating re-entry procedures.

Short-term recovery typically does not include reconstruction of the built environment. The Emergency Management Director manages all short-term recovery activities. Short-term Recovery objectives can be found in Appendix B.

11.2 Long-Term Recovery

Long-term recovery activities are generally those activities that are required to return the community to the conditions that existed before the disaster, to reduce existing vulnerabilities and to take advantage of opportunities to improve conditions by mitigating identified hazards. Long-term recovery activities can last many years following a disaster.

Long-term recovery includes activities such as redevelopment, reconstruction, environmental preservation and restoration, rebuilding, repairs and restoration.

Economic recovery and business assistance are some of the most important long-term recovery activities that will take place in order for a community to fully recover from a disaster. The Director of the Recovery Task Force is responsible for overseeing all long-term recovery activities. Beaufort County's objectives to be accomplished during long-term recovery can be found in Appendix B (Section 13).

Section 12: Plan Maintenance Procedures

In order to ensure that the Beaufort County Disaster Recovery Plan retains its' effectiveness and usefulness, the plan will be updated on a regular basis. The plan will be updated in accordance with the following policies:

Annual Review. Each year general recovery policy, and Recovery Function (RFs) policy and performance are evaluated, leading to needed changes. *This process will be done concurrently with Emergency Management's updating of the Emergency Support Functions (ESFs).*

After Action Reports. To evaluate policy effectiveness an After Action Report will be written following a disaster or other instances in which Recovery policies were utilized to guide recovery operations, policies, participation and performance.

12.1 Annual Review – Recovery Functions and Emergency Support Functions

The Beaufort County Council established by ordinance that Response and Recovery operations would share the same operational base. To meet these requirements, each year both ESFs and RFs are reviewed and evaluated concurrently by Emergency Management Division and Recovery Staff.
Also because the Beaufort County Recovery Plan is an Annex of the County Emergency Operations Plan, the Disaster Recovery Plan will be reviewed and updated on an annual basis in conjunction with the annual review of the Emergency Operations Plan.

The Annual RF/ESF Review Checklist includes the following:

- Evaluation of the response and recovery management structure and recommendations for changes as necessary.
- Evaluation of Emergency Support Functions and Recovery Functions standard operating procedures in terms of accuracy, effectiveness and how effectively they reflect current policies and recovery needs.
- Evaluation of Recovery Function and Emergency Support Functions membership, leadership participation, as well as, Recovery Function/ Emergency Support Function effectiveness in terms of national and county policy standards.
- Completion of status reports related to activities to complete listed in each Recovery Function/ Emergency Support Function; making additions as necessary.
- Preparation of a Disaster Recovery Plan Status Report to be presented to the County Council.

12.2 After Action Reports

Recovery after Action Reports are coordinated and developed by the RF 3 task group – Public Information and Community Relations. Response and Recovery staff will provide information and guidance to insure effective and timely reporting.

12.3 Recovery Function Checklists

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

The membership of the Disaster Recovery Task Force is reviewed annually to assure that all relevant parties are represented in the recovery process.

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

Section: 13

Appendix A: Recovery Plan Master Checklists and Recovery Functions (RFs) Annual Certification Checklists

13.1 Beaufort County Recovery Functions

The following recovery functions have been identified by Beaufort County Council. The Recovery Function Task Groups have developed specific Standard Operating Procedures (SOPs) for each function. Checklists have been developed for the Recovery Plan itself, and each RF that should be completed annually.

The checklists allow those agencies responsible for implementation of the Recovery Functions to ensure that the critical elements needed for successful implementation of the RF are in place and that the proper relationships exist between Emergency Support Functions and Recovery Functions to facilitate needed coordination between Response/Short-term Recovery and Long-term Recovery.

Beaufort County Recovery Functions:

RF#1: Impact Assessment (Disaster Assessment)

RF#2: Continuation of Government

RF#3: Public Information; Community Relations

RF#4: Human Services (Short-term)

RF#5: Individual Assistance (IA)

RF#6: Volunteers and Donations

RF#7: Debris Management

RF#8: Re-entry Security

RF#9: Health and Human Safety

RF#10: Repair & Restoration of Public Infrastructure, Services, Buildings (Public Assistance, PA)

RF#11: Building Inspections and Permits

RF#12: Rebuilding, Construction, Repairs, Restoration

RF#13: Temporary Housing

RF#14: Redevelopment (Planning and Zoning Ordinance Enforcement)

RF#15: Economic Restoration and Development

RF#16: Environmental Preservation and Restoration

RF#17: Hazard Mitigation

RF#18: Recovery Administration and Finance

RF#19: Mutual Aid Protocols

RF#20: Pre-disaster Equipment and Facilities Deployment

RF#21: Transportation Recovery Procedures

RF#22: Recovery Procedures for Pets/Animals

RF#23: Utilities Restoration

RF#24: Schools Recovery

RF#25: County Employees

RF#26: Mortuary Operations

Recovery Function #1:
Impact Assessment (Disaster Assessment)

PRIMARY AGENCY: **Assessor's Office**

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

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

RSF REFERENCE: **NONE**
ESF REFERENCE:

DISASTER RECOVERY IMPACT ASSESSMENT – MEMORANDUM OF AGREEMENT (2009)

A **Multi-jurisdictional Mutual Aid Impact Assessment Memorandum of Agreement** (2009) has been developed by Beaufort County and the municipalities within the county. The agreement provides for:

- Mutual assistance in collecting needed damage information for all communities
- MIS/MIS services provided by the County to support the agreement
- Local Impact assessments that meet FEMA Disaster Declaration requirements
- Use of software developed by the Town of Hilton Head and Beaufort County

Annual Review of Effectiveness. Each year as part of the annual review of Emergency Support Functions (ESFs) and Disaster Recovery Functions (RFs) review, comments will be sought from County and Municipal Staffs regarding effectiveness of the software and policies related to MOU implementation. (A copy of the agreement can be found in Section 16 - Appendix - D)

STANDARD OPERATING PROCEDURES:

- The **initial impact assessment** will be conducted as soon as it is determined by the Emergency Management staff that it is safe for disaster assessment teams to begin entry into the impacted areas. The purpose of the initial impact assessment is to determine the extent of the disaster and to determine whether or not outside assistance will be needed. If conditions warrant, the information will be used to meet FEMA Declaration requirements.

- The initial impact assessment is also used by the Recovery Planning Group (within the EOC) to develop a Country Recovery Action Plan. The Action Plan is then presented to the Recovery Task Force to assist in making recommendations as to:
  - Which Recovery Functions to activate
  - Redevelopment locations and redevelopment plans
  - Revision of County policy to facilitate County economic restoration

- The next phase in the assessment process is to conduct more **detailed damage assessments** to determine what facilities, infrastructure, etc. has been damaged or destroyed and to identify damages for the purposes of rebuilding. This process is managed by the County Building Official and the Assessor (and also governed by the Disaster Recovery Impact Assessment –

Memorandum of Agreement.) They will facilitate decision-making related damage assessment team activations.

- Coordinate with the County GIS department to develop needed digital information to assist with debris management operations, and other aspects of recovery work, planning and evaluation.
- Using tools supplied by the County (and municipal assessment teams), damage assessment teams are to establish dollar amount assessments of damage to all structures within their area of responsibility, as well as all data required by the FEMA Disaster Impact Assessment requirements.
- Each team will have values of structures from the most recent tax records, in addition to information related to building locations.
- Assessment team decisions will be symbolized by the use of color-coded assessment cards at each structure.
- Cards will address information as to what percent of the structure has sustained damage, and what process the owner will be required to follow to correct the damage to the property.
- During damage assessment, the inspector will leave a color coded placard at the site in a conspicuous location. The placard will provide instructions to the owner if a zoning or building permit is required. The color codes will be as follows:

  a. Green Card – Limited Restriction /Minor Repairs

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

  b. Yellow Card – Restricted Entry/ Moderate Damage

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

  c. Red Card – Unsafe

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

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

- Digital cameras and additional memory cards.
- Temporary permit forms.

- Building damage assessment forms/building tags/non-compliance forms.
- Handheld GPS equipment.
- Safety vests.
- Steele toe boots.
- Flash lights.
- Contamination protection.
- Dust face masks.
- Tablet with collector app loaded
- Jet pack for tablets
- May need generators or other power source to charge devices: laptops, cell phones, etc.

Recovery Function #2:
Continuation of Government

PRIMARY AGENCY: **County Administrator's Office/Disaster Recovery**

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

PURPOSE: Provides information related to policies promoting re-establishing County Governmental operations after a disaster. Supporting and promoting departmental recovery planning, including establishing a line of succession for government administration. Since 2008 the Disaster Recovery staff has expanded departmental awareness and planning participation.

RSF REFERENCE:
ESF REFERENCE: None

ACTIVITIES COMPLETED:

- Beaufort County has had a continuous 100% participation by all departments, at the same time experiencing creative planning and solutions for re-establishing services to be delivered to the citizens of Beaufort County after a disaster.
- Each year, department heads should name a successor to serve in his/her place in the event that the department head is unable to return to work immediately following a disaster.
- Determine if County Council has identified successors. Update this list annually.
- Compile a County-wide Continuity of Operations Plan (COOP) based on the COOP plans turned in from all County Departments.
- Invite municipalities to meet with County Recovery Team members to discuss their COOP plans (in an effort to compare their plans with the County's plans so as to assure planning efforts are not "assumed" on anyone's part.) All COOP plans should be reviewed and updated annually.

STANDARD OPERATING PROCEDURES:

- Following a disaster, coordinate with RF#1 to determine what government facilities have been damaged or destroyed to determine what backup facilities will be needed.
- Coordinate with each Municipality annually to compare, review and update plans. Each Municipality should have their own relocation, re-entry and recovery plans separate from the County's plans. Each municipality should have an identified line of succession.
- The County maintains a 1-800 number for County employees to call to obtain information after a disaster. This number is maintained by Emergency Management Division and will be made available to County employees in times of disaster.
- The County has identified several backup EOCs that could be used in smaller events when the government is not completely moved out of the County. This list will be reviewed and evaluated in May of each year, and a walk through of each facility will be conducted yearly.

- During times of crisis or disaster the County Administrator or his designee will effectively communicate with all County employees to keep them continually updated. The workforce should be advised of upcoming weather conditions, evacuation plans, options to shut down County Government, relocation procedures, etc.

- The Beaufort County Emergency Management Division has developed Relocation and Re-Entry Procedures for its Division in the event of a strong Category 4 or 5 hurricane that may threaten to make landfall in or around Beaufort County. This includes details for relocation of many County government activities to Allendale and Hampton County, SC. (See Beaufort County Hurricane Relocation and Re-Entry Guide, Category 4 and 5 Storm Procedures, Moving the Seat of Government).

- Upon the decision to move the seat of County Government, a formal document will be prepared authorizing such actions and will be signed by the Chairman of County Council and the County Administrator. Once this document has been endorsed and delivered to the Regional Operations Center in Hampton, it will be accepted by the Vice Chairman of County Council or his designee, thereby officially moving the seat of Government to Hampton.

- Prior to June of each year, the County Administrator will request that all County Departments submit an updated departmental disaster recovery plan. The Disaster Recovery Coordinator has the delegated responsibility to carry-out these responsibilities.

- Prior to June of each year, the County Administrator will assure, as per County Policy, that all Department Heads develop a list of employees that may/will work on the County's **Emergency Operations Team** (EOT). This EOT list is consolidated by the Emergency Management Division and then submitted to the County Administrator for approval. This assures that County employees will be paid special pay provisions should the County activate for disaster operations.

- Before/during/after disaster operations, the Emergency Management Director and the County Administrator, or his designee, will assure that Spending Authorization Forms are signed for any and all disaster related expenses. A special spending account will be set up in the Finance Department for such expenses.

- Following any type of disaster, especially a hurricane landfall, the County Administrator will work closely with the Emergency Management Division. Damage assessment will be taking place and possibly providing the Governor's Office with enough data to qualify for a Disaster Declaration. Long term and short term recovery efforts must be worked out on a daily basis; considerations will need to be made for temporary housing and the land in which will be used. Disaster Recovery Centers (DRCs) will be established by FEMA and the public will look to register for disaster assistance at these facilities. The County will need to aid in finding space for the DRCs. The County's Applicant Agent will be working closely with FEMA to work out financial details, specific accounting practices and auditing requirements. The County Administrator will need to review the issues of the County's local debt, reserve funds, becoming sustainable over time, and turning to assurances and letters of credit that have already been established.

Recovery Function #3:
Public Information; Community Relations

PRIMARY AGENCY: **Public Information Officer**

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

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

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

ACTIVITES TO COMPLETE:

- The County PIO insures that all members of the PIO Team have taken the SCEMD PIO Training Program to maintain the current quality of operations.

- Include a cross reference to show which other Recovery Functions will need to coordinate with RF#3. For example, Palmetto Breeze, National Guard, other regional counties, other county and municipal offices, etc.

  The County PIO has created a recovery website that contains disaster Recovery Information and other related information to be updated annually (or more frequently, if needed). The address is http://beaufortcountydisasterrecovery.net/

- Continued expansion of municipal and public/private organizations to form a broader base for PIO functions to improve the depth of cooperation and coordination needed in disaster recovery.

- The County PIO has developed a recovery manual with helpful information. The PIO Team updates the brochure annually. The brochure provides public recovery information. The brochure includes information regarding sheltering, public assistance, and establishing distribution sites, building code information in disasters, Small Business Administration information, and many other recovery related items. The brochure and Recovery Website should be updated throughout the year. During recovery operations, the brochure can be updated to reflect current, definitive information and distributed to the public via runners, put in newspapers, delivered to stores, etc.

STANDARD OPERATING PROCEDURES:

- A PIO Team will be activated that includes representation from the County and the municipalities. This team will work closely to coordinate information to ensure accuracy and consistency in the messages being delivered.

- During and following a disaster, until response activities have shifted to recovery duties, the Public Information Officer will be located in the Emergency Operations Center as part of the Joint Information Center (JIC).

- Following a disaster, a secondary JIC may need to be established based on the quantity of media related personnel, large satellite trucks and equipment, generators, state and federal PIO personnel, etc.

- It is also possible that these PIO teams will need to be located in Hampton County at the Beaufort Regional Operations Center (BROC) due to a catastrophic storm event (CAT 4 or 5 storms).

- As soon as possible following a disaster, the Public Information Officer will utilize the Disaster Recovery website (http://.beaufortcountydisasterrecovery.net/) to convey recovery information. The site will include, but not be limited to, information on the following topics.

  - Damage Assessment (RF#1)
  - Human Services (RF#4)
  - Individual Assistance (RF#5) to include the FEMA 1-800 number
  - Advertisement of the County's 1-800 numbers for the public and government personnel
  - Volunteers and Donations (RF#6) where to send donated goods and where volunteers should report
  - Debris Management (RF#7)
  - Health and Human Safety (RF#9)
  - Building Inspections and Permits (RF#11)
  - Rebuilding, Construction, Repairs, Restoration (RF#12)
  - Temporary Housing (RF#13)
  - Economic Restoration and Development (RF#15)
  - Mitigation (RF#17)

  Municipalities are encouraged to create a link to this page from their sites. This page should be developed ahead of time and ready to be activated on short notice. Each RF should annually provide the information they want included on this website to RF #3.

- The PIO will use distribution locations (food/water) for information dissemination during the acute/ immediate phase of the disaster.

- Emergency Management owns 9 Highway Advisory Radio Systems, plus 2 mobile with a range of 5-7 miles. Following a disaster, these stations may be used to transmit information to citizens county-wide regarding recovery issues. Some of the AM radio stations utilized are 1640 AM, 1620 AM and 1690 AM.

- Reach out to radio stations and other media outlets for coordination of information

- Large electronic message boards will be placed at the two exits on Interstate 95 that lead into the County to alert residents of important information following a disaster. The messages to be placed on the signs will be coordinated with the Emergency Management Division.

- VIP briefings and tours will be handled by the PIO through the EOC.

- Coordination with the S.C. Emergency Management Division (SCEMD) in Columbia should be established immediately at the beginning of recovery operations.

- Coordination with the BCEMD Call Takers and CERT should be established immediately at the beginning of recovery operations. This aids in getting information to the public and as well as determining what type of calls are coming in from the public. This helps with rumor control as well as assessing the needs of the community.

- Coordinate recovery news releases, briefings and other matters with the County Administrator and EMD Director.

- Coordinate the reception of the State and FEMA assistance teams and draft situation reports for their briefing.

- Organize all logs, situation reports, journals, photographs, videos and other documentation for after action reports for County / State / Federal use.

- Assure that both the public and government toll free recovery hotline numbers are recorded and have pertinent recovery related information to include shelter information, pick-up points for transportation, employee work information, distribution of ice, water and donated goods information, etc.

- Utilize the County's WebEOC program to enter recovery information to include press releases, PIO activities and activations, etc.

- Assure that adequate communications assets are provided to the PIO team, i.e. cell phones, satellite phones, computers on the county network for WebEOC & emails, faxing capabilities, etc. Use of local or state assets is always a possibility.

- Assure that the PIO team receives adequate training throughout the year and encourage advanced training if at all possible.

- Assure that the PIO team has a translator available if possible. The growth of the Hispanic community in Beaufort County dictates the need for these services for public safety.

- Recruit PIO personnel throughout the year so that redundancy of team members is adequate for all recovery operations.

- Organize the PIO team into 8-hour shifts if possible; assuring that enough personnel is available to the EOC and to any external PIO locations. All team members should be cross trained, however many can be utilized based on their skills and knowledge. For example, one member should be assigned the sole duty of keeping the PIO website updated throughout the entire recovery period.

- Alternate PIO sites should be pre-established as a possible work site in the event that the EOC is damaged or destroyed.

- The County Channel will be utilized, if working, to publicize recovery information. Buildings will be pre-identified that can run live/taped feeds for the channel. Currently the EOC, BIV #2, County Council Chambers and BROC have this capacity.

The Beaufort County Post Disaster Recovery Manual, with helpful information for preparedness and things to do after a disaster, can be found at the Beaufort County Disaster Recovery website (http://beaufortcountydisasterrecovery.net/

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

PRIMARY AGENCY: **Emergency Welfare Services (EWS)**

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

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

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

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

ACTIVITES TO COMPLETE:

- Need to form a task force encompassing both physical property and human services to perform door to door needs assessment. [Community Emergency Response Team (CERT) has assisted in this function in other communities after other disasters such as Hurricane Katrina]
- Plan and carryout an annual training program to improve coordination and policies.
- Approach the Beaufort County School District to discuss the advantages of identification of school sites that meet RF 4 needs in all portions of the County, prior to a disaster.
- American Red Cross is to work with other agencies (i.e. Housing) to identify County, private and non-profit shelters.
- Provide the Public Information Officer with information as to which shelters are open and what services each can provide, e.g. nurses, etc...

STANDARD OPERATING PROCEDURES:

- At the County level, Emergency Welfare Services will play a lead role in this Recovery Function. The American Red Cross is responsible for overseeing many of the Human Services issues that will arise following a disaster and already have many disaster recovery procedures in place.
- Burton Wells will serve as the Mass Care/EWS Emergency Operations Center in the event of a disaster.

- Coordinate with RF#8: Re-entry Security to be sure that everyone involved with this Recovery Function has the proper identification needed to be allowed into the impacted areas following a disaster.

- Any needed aerial support will be coordinated through EMD.

- Beaufort County will use its Emergency Alert Communicator System to transmit information about available goods and services. The County also has a 1-800 number and several AM radio frequencies that can be used to provide recovery information. The County will also set up a website where citizens can find recovery information. Information can also be distributed at reception, receiving and shelter sites. Coordinate with RF#3: Public Information; Community Relations.

- Getting goods and services, supplies, vehicles, etc to the outer islands could present a problem following a disaster. The County EMD will have the resources needed to reach these citizens. Any needs for reaching the outer islands should be coordinated through EMD.

- If door to door needs assessments are conducted following a disaster, FEMA will provide staff to help with this (Community Relations Teams) during a declared disaster. Emergency Welfare Services will coordinate in events that do not receive a disaster declaration.

- Once the needs assessments have been completed, coordination among the different agencies involved with this Recovery Function is very important. Also need to coordinate requests with RF#6: Volunteers and Donations to get goods, services and volunteers to the people that need them. This Recovery Function will also assist with providing for unmet needs.

- Need to establish centers where people can come to receive the services they need (see attachment discussion of Disaster Recovery Centers).

- The Salvation Army will participate in mobile Disaster Assistance Centers and will provide basic assistance through the use of their canteens. These canteens will be spread throughout the county dependent upon the level of severity of the disaster. The canteens will provide food and water and other items as needed.

Special Needs Citizens

- American Red Cross and DHEC will not accept individuals with more serious medical conditions into special needs shelters – there is a need to determine who can perform this service.
- Consider formalizing a relationship with Beaufort County Disabilities and Special Needs for coordination and planning.

Recovery Function #5:
Individual Assistance (IA)

PRIMARY AGENCY: **Emergency Welfare Services**

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

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

RSF REFERENCE:
ESF REFERENCE: None

ACTIVITIES TO COMPLETE:

- Review and evaluate this Recovery Function annually.

STANDARD OPERATING PROCEDURES:

- As detailed below, FEMA plays the primary role in implementing Individual Assistance programs following a disaster. The County and local governments will only need to provide support to these efforts.

- Coordinate with RF#3: Public Information; Community Relations to promote the FEMA teleregistration number of 1-800-621-FEMA.

- Each municipality will also play a large role in this recovery function in terms of communicating information about the Individual Assistance program. It is very important that every citizen impacted by a disaster knows their options for individual assistance as well as which agencies provide the assistance. Types of assistance include:

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

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

Other Agencies:

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

More information about FEMA Individual Assistance programs can be found at:
http://www.fema.gov/assistance/process/assistance.shtm

Recovery Function #6:
Volunteers and Donations

PRIMARY AGENCIES: **Red Cross – Carolina Lowcountry Chapter**, **State Guard, Community Emergency Response Team (CERT) and Beaufort County Parks and Leisure Services (PALS)**

SUPPORT AGENCIES: Sheriff's Office, Building Codes, Emergency Management, MIS, City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, Town of Yemassee.

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

RSF REFERENCE:
ESF REFERENCE: ESF 18: Donated Goods and Volunteer Services

STANDARD OPERATING PROCEDURES:

I. VOLUNTEERS, FINANCIAL DONATIONS and EMERGENCY PHONE BANK

State Guard and Community Emergency Response Team (CERT

State Guard and CERT are responsible for coordinating and processing volunteers.

- State Guard and CERT will establish and manage a Volunteer Reception Center. The function of the Center will be the coordination and deployment of emergency volunteers to assist in response and recovery activities when and where needed.

211

- 211 is a service provided to the citizens of Beaufort County that will maintain 24-hour coverage for a telephone bank established to provide information and referrals to individuals and families with disaster related needs.

Volunteer Reception Center Location:

Lowcountry Presbyterian Church (Highway 278/Simmonsville Road)

Salvation Army

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

Salvation Army Volunteer Reception Center Location

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

II. DONATED GOODS:

The Beaufort County Parks and Leisure Services (PALS) Department, under guidance of Emergency Management and the Emergency Operations Center, will provide warehouse/distribution services to

citizens of Beaufort County in the wake of a natural disaster. This will be accomplished in conjunction with Emergency Welfare Services.

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

MRE (Meals Ready to Eat) Distribution:

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

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

Warehousing:

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

Ideally, inbound donated goods/supplies/equipment will be directed straight to a local distribution site in order to expedite delivery to needy citizens. However, Beaufort County must be prepared to receive, temporarily store and re-distribute goods based on needs of local areas.
The PALS Department will operate and support operations from several warehouses and distribution sites in northern and southern Beaufort County.

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

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

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

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

Warehouse Locations

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

Distribution Sites

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

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

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

Donated Goods Distribution Locations

Booker T. Washington Community Center	182 Booker T. Washington Circle
St. Helena Elementary School Gym	1025 Sea Island Parkway
Grays Hill Baptist Church Parking Lot	2749 Trask Parkway
Parking Lot at Beaufort Plaza	41 Robert Smalls Parkway
Lady's Island Square Parking Lot	Hwy. 21 & Youman Drive
K-Mart Parking Lot	Hwy. 21 at Greenlawn Drive
Bluffton Recreation Center	61 Ulmer Road
Bluffton Library	120 Palmetto Way
Buckwalter Center	905 Buckwalter Parkway

Transportation

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

Security

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

Salvation Army Donated Goods

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

If the disaster is local, donated goods may be delivered to the main office in Beaufort (2505 North St. Beaufort, SC), and the Family Store in Beaufort (164 Robert Smalls Parkway).

ADMINISTRATION AND LOGISTICS

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

COMMAND AND CONTROL

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

Chain of Command:
- Emergency Operation Center Command Group
  - EWS CP
  - PALS Division
- Warehouse Group / Distribution Site Group

Recovery Function #7:
Debris Management

PRIMARY AGENCY: **Public Works**

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

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

RSF REFERENCE:
ESF REFERENCE: Debris Management Annex

ACTIVITIES COMPLETED:

- Debris management mutual aid agreements have been developed between the municipalities of Beaufort County and Beaufort County. The County will assist each municipality with debris removal operations, and vice versa, if required.

- A new debris removal agreement is currently being reached between Beaufort County and the South Carolina Department of Transportation. This agreement will help in the effort to reopen roads after a storm, improve safety and decrease potential harm to Beaufort County citizens.

STANDARD OPERATING PROCEDURES:

- Implement the Beaufort County Debris Management Plan (a copy of this plan can be obtained by contacting the Public Works Department) – this plan includes detailed information about post-disaster debris operations. The Debris Management Plan has been approved by the South Carolina Emergency Management Division and filed with FEMA Region IV.

- The U.S. Army Corps of Engineers and, in some cases, the Natural Resource Conservation Service (NRCS) is responsible for cleaning debris from the marshes and waterways. County staff will coordinate with them as necessary.

- The County's debris removal contractor has identified an adequate number of debris sites that are each fifty (50) acres or greater that may be used for debris management purposes. These pre-identified sites are detailed in the Debris Management Plan.

- The County's debris monitoring contractor will be responsible for monitoring the debris removal contractor's work, to ensure that the quality of work is maintained.

- Hilton Head Island has developed a separate recovery function for debris removal. It also has separate debris management contractors for hauling and monitoring. The other municipalities in the County have signed MOUs with the County to have them handle their debris operations.

- There are a large number of privately-owned gated communities in Beaufort County that will be looking to the County to remove their debris after a disaster. It is the policy of FEMA to not reimburse for removal of debris from private property; however, on a case by case basis, FEMA will evaluate requests made to the County by these private communities and allow

reimbursement to the County for removing debris in gated communities when the following conditions are met:

- it is required to eliminate or lessen the immediate threat to life, health and safety,
- to reduce a threat of additional damage to improved property, or
- to promote economic recovery of the community at large.

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

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

Recovery Function #8:
Re-entry Security

PRIMARY AGENCY: **Emergency Management**

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

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

RSF REFERENCE:
ESF REFERENCE: None

STANDARD OPERATING PROCEDURES:

- Beaufort County Emergency Management is responsible for the issuance of re-entry passes.
- When the Governor orders a mandatory evacuation, no re-entry of the public may occur until the Governor has rescinded the order.
- Once the order has been rescinded, Beaufort County officials will begin announcing the order of re-entry.
- Emergency services, fire, law enforcement, public works, and others as deemed necessary by the Emergency Management Division will not be required to have a re-entry pass.
- American Red Cross and Salvation Army disaster recovery staff will be allowed re-entry passes into the impacted area(s) only after clearance from the County Emergency Management staff have deemed it is safe for them to do so.
- Citizens may use the County's toll free 1-800 number to check on the status of re-entry.
- Emergency Services will be notified by the EOC when they may return and what routes should be used to return.
- Coordinate with RF 4: Human Services (Short-term) to ensure that all parties involved have been identified that will need re-entry passes.
- Depending on the severity of the event, citizens (property owners) will only be allowed back into the area after the Emergency Management Division has determined that it is safe for them to do so. Citizens will be required to show proper identification to be allowed access into the area.

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

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

Task Force

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

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

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

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

Recovery Function #9:
Health and Human Safety

PRIMARY AGENCY: **EMS**

SUPPORT AGENCIES: Healthcare Mass Casualty Planning Group, DHEC, Beaufort County DSS, Beaufort Memorial Hospital - BMH, Hilton Head Hospital, Naval Hospital Beaufort, Coastal Carolina Hospital, Colleton Medical Center, Hampton Regional Medical Center, American Red Cross, Volunteers in Medicine and CERT, Alliance for Human Services, Area Agency on Aging, Beaufort Memorial Hospital, Emergency Management, Emergency Medical Services, Mosquito Control, Coastal Empire Mental Health Center (SC Dept of Mental Health), City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, Town of Yemassee

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

RSF REFERENCE:
ESF REFERENCE: ESF 8: Health and Medical Services

STANDARD OPERATING PROCEDURES:

- The Healthcare Mass Casualty Planning Group will consult on needs, capabilities, resources of the healthcare and public health community and relay that information to the EWS (D.S.S.) director for consideration by the county EOC.
- Patient care: For general inpatient/outpatient needs, hospitals will establish Alternate Care Sites (ACSs) in order to better serve the residents and to divert flow away from the hospital campuses.
- For single purpose care of a specific illness or ailment (pandemic influenza), triage and dispensing locations have been established.
- Coordinate with RF#3: Public Information; Community Relations to get word to citizens about available health/human services and location of these services.
- Coordination with Mosquito Control to activate the County's Emergency Mosquito Control Plan to control the spread of mosquito borne diseases following a disaster.
- Healthcare Mass Casualty Planning Group to discuss the establishment of a Virtual Unified Medical Command to feed info to EWS and the EOC.
- There is an existing agreement between DHEC and all area hospitals (4-county area) for mass casualty response. BMH has bed sharing agreements with upstate hospitals.BMH has an agreement for housing deputies and road crews/equipment on the BMH campus in the event of a hurricane.
- Transportation will be critical for all logistical needs, not just for supplies, but also for moving staff between care locations. Coordinate with RF#21: Transportation.
- Coordinate with EOC Logistics Section and Planning Group. Coordinate with RF 26 Mortuary Operations.

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

PRIMARY AGENCY: **Beaufort County Facilities Management**

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

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

RSF REFERENCE:
ESF REFERENCE: ESF 3: Public Works and Engineering Services

ACTIVITIES TO COMPLETE:

- Utilize existing current inventories of public buildings and public infrastructure, where they exist.
- Where possible, pre-identify potential PA projects before a disaster occurs.

STANDARD OPERATING PROCEDURES:

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

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

PRIMARY AGENCY: **County Building Codes**

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

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

RSF REFERENCE:
USF REFERENCE:

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

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

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

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

DEFINITIONS:

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

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

(3) Safety Assessment Report: the initial damage assessment report may be a total dollar estimate of property damage to areas surveyed by land or by air. This estimate should be developed within 24 to 48 hours after passage of an event, depending on severity and scope. A detailed report will follow, upon completion of on-site visits, by the damage assessment teams for each affected property. This process

may take weeks to complete and will culminate in a summary damage estimate in dollars of the total loss to all property in Beaufort County, including: real, personal, agricultural, utility, infrastructure, business, etc.

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

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

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

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

STANDARD OPERATING PROCEDURES:

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

OPERATIONAL PROCEDURES:

(1) The Building Department and the Codes Enforcement Departments will re-open immediately upon proper notice at the current office location, or at an alternate location if the current location is damaged.

(2) Upon re-entry all inspectors and code enforcement staff must contact the County Building official, or the Deputy County Administrator, to receive work assignments and return to work schedules.

(3) Inspectors will be assigned to areas of the County to monitor construction activity.

(4) Inspectors will be able to issue Temporary Permits for placement of campers, recreational vehicles and temporary structures on an owner's property for a specified period during rebuilding. Repairs are to prevent further damage in accordance with these policies: the International Codes, FEMA Substantial Damage Estimation software.

(5) Inspectors will notify owners of need to comply with construction permit requirements and to advise all concerned parties on reconstruction issues in a post disaster situation.

(6) Safety assessment teams shall be activated. Teams will be comprised of one building inspector, one tax appraiser and other professionals, as deemed necessary to assist with structural analysis of severely damaged buildings.

(7) If emergency staffing requirements are beyond current staff capability, staffing will be added through mutual aid agreements with surrounding and/or units of government and volunteer groups with proper qualifications.

STAFF REVIEW TEAM PROCEDURES:

(1) After an initial damage assessment is completed, the County Staff Review Team (SRT) shall convene to determine what areas of the County are impacted and discuss permitting procedures under current emergency conditions.

(2) The SRT will discuss conditions, including the following matters in determining how to proceed: plan review requirements, temporary housing needs, ordinance enforcement, abatement of unsafe or un-repairable structures and emergency repairs.

(3) The SRT shall make determinations as to what areas within the County are in need of redevelopment, or in the alternative, which areas are eligible for reconstruction. When a determination has been made that an area has been damaged to such an extent that redevelopment is appropriate, the Director of Planning, shall coordinate the process of organizing meetings with the impacted municipalities to determine how the affected areas are to be redeveloped. Redevelopment plans should be based on the most recent comprehensive plan.

PERMITTING PROCEDURES:

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

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

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

(2) During damage assessment, the inspector will leave a colored coded placard at the site in a conspicuous location. The placard will provide instructions to the owner if a zoning or building permit is required. The color codes will be as follows:

a. Green Card – No Restrictions

A green card denotes minor damage to property. Card information will include permission to make these minor repairs without having to obtain a zoning or building permit. Structures with minor damage can be made habitable in a short period of time with minimal repairs. Damage may include doors, windows, floors, furnaces, air conditioners, water heaters and other repairable damages.

b. Yellow Card – Limited Entry

A yellow card denotes major damage to the property. Card information will include instructions on how to apply for a zoning and building permit. Owner will not be allowed to occupy the structure, occupancy will be allowed only when structure is classified with a green card – with no restrictions. Structures with moderate damage can be made habitable with extensive repairs. This category may include damage to the following portions of a structure: foundation, roof structure, wall sections and any other major components of the property.

c. Red Card – Unsafe

A red card denotes that the property has been destroyed. Card information will include that the structure is unsafe and may not be occupied. This placard is not to be considered a demolition order. Structures with major damage are considered destroyed and a total loss – meaning that damage is determined to be of such an extent that repair is not feasible.

ISSUING EMERGENCY ZONING PERMITS AND BUILDING PERMITS:

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

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

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

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

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

EMERGENCY NON-CONFORMING PERMITTING PROCEDURES:

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

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

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

COUNTY PERMIT FEES:

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

FLOOD REGULATIONS:

(1) Beaufort County's flood regulations requires that all pre-firm buildings (FEMA definition – a building for which construction or substantial improvement occurred on or before December 31, 1974, or before the effective date of an initial Flood Insurance Rate Map (FIRM)) located in the 100 year floodplain be elevated to the required Base Flood Elevation if the building sustains >50% damage of its market value.

(2) Replacement value is determined before improvements are made to the structure.

(3) In cases where there are questions regarding extent of damage or flood zone designation, the inspector shall complete a FEMA substantial damage form to make the determination.

ELECTRICAL AND GAS CONNECTIONS:

(1) Electrical and Gas Safety Inspection Procedures: all buildings with a damaged electric and/or gas meter, damaged electrical service weather head, and/or with water submersion inside of the structure up to the elevation of electrical receptacles, will require an electrical safety inspection prior to electrical service being restored.

(2) Gas lines in buildings that have experienced a fire must be inspected prior to gas service being restored.

(3) Stop work orders placards are to be conspicuously placed near utility meters that are not to be reconnected without prior inspection and release.

(4) Records of structures deemed unsafe for utility reconnection are to be maintained and released to the applicable electrical or gas utility as quickly as possible after the determination is made.

BEAUFORT COUNTY CONSTRUCTION BOARD OF ADJUSTMENT AND APPEALS:

(1) The Beaufort County Construction of Adjustment and Appeals will handle disputes directly associated with disaster-related reconstruction and construction.

(2) The Board will act on all matters resulting from matters in dispute. Likely areas of deliberation are: decisions related to degree of damage, new codes, flood plain issues, and other matters that may develop.

(3) Additional responsibilities may be assigned to the Board to meet needs as they develop.

(4) Decisions will be made by majority vote, minutes and all other meeting requirements will be met as the Board functions during disaster, including: Open meeting requirements, accessibility requirements and Freedom of Information requirements.

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

PRIMARY AGENCY: **Building Codes**

SUPPORT AGENCIES: Public Safety**,** Zoning, City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, Town of Yemassee, Area Homebuilders Associations, DHEC-OCRM, Recovery, Facilities Management, MIS, GIS

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

RSF REFERENCE:
ESF REFERENCE:

STANDARD OPERATING PROCEDURES:

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

CONTRACTOR LICENSING:

(1) The County will heighten monitoring and oversight of licensing requirements during emergencies.

(2) Contractors and sub-contractors are likely to respond to construction needs from all parts of the United States.

(3) State contractor licensing requirements will be the same as during normal operations (e.g. only contractors with appropriate credentials will be issued licenses to work in Beaufort County).

(4) No preliminary licensing will be allowed.

(5) Under certain conditions state contractor licensing authorities, will establish offices in Beaufort County to administer contractor exams, and to manage the paper work related to the procedure.

(6) Contractor licensing requirements are posted on the Beaufort County website under “Recovery Information”.

Recovery Function #13:
Temporary Housing

PRIMARY AGENCY: **Planning**

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

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

RSF REFERENCE:
ESF REFERENCE: None

ACTIVITIES TO COMPLETE:

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

DISASTER HOUSING POLICY AND PROCEDURES:

(1) The primary responsibility for providing Federal temporary housing resources and Federal policies following a disaster falls on the federal government, it is in Beaufort County's best interest to have a plan and local policies in place to guide where temporary housing is located, etc..

(2) In 2011 the Beaufort County Council revised the County Recovery Ordinance to allow homeowners to place one (1) temporary housing unit on their property (that may be occupied by the property owner and his/her family only) in the event that the property owner's house has been damaged. This will allow the property owner to live on-site until such time that the house can be repaired.

(3) Pre-disaster temporary/emergency housing site identification: sites will be identified that are suitable for placement of temporary housing. The County will focus on using County-owned property and perhaps existing mobile home parks for locating temporary housing developments. This site identification will take place on an annual basis.

(4) To potentially expand the number of feasible sites the Beaufort County Planning Department will evaluate County passive parks as potential sites by:

1. Documenting water and sewer availability and distances and capacities.
2. Evaluating potential sites in terms of local standards and FEMA livability standards related to FEMA financial support for site development.

(5) A major aspect of meeting (long-term) temporary housing needs is related to reduction of the number of those seeking (long-term) temporary housing (including temporary housing units on an owner's property).

1. Several coastal communities have reduced the numbers seeking (long-term) temporary housing by planning/implementing "Rapid Repair" programs that speed-up processes to repair homes to meet safety/ building standards.
2. A Beaufort County subcommittee is to be formed to evaluate the effectiveness and feasibility of such a program in Beaufort County.

(6) In a disaster the County Administrator, as Chairman of the Recovery Task Force, will appoint a liaison and subordinate staff to assist and to perform special tasks and to coordinate with Federal and State officials.

Recovery Function #14:

Redevelopment (Recovery Plan/Policies, Building Codes, Planning and Zoning Ordinance Enforcement)

PRIMARY AGENCY: **Building Codes, Staff Review Team (SRT), Planning, Zoning and Disaster Recovery**

SUPPORT AGENCIES: EOC/ROC Planning Group, Recovery, Emergency Management, Public Information, MIS, GIS, City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, Town of Yemassee, Recovery Task Force, FEMA Long-Term Community Recovery (LTCR)

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

RSF REFERENCE:
ESF REFERENCE:

STANDARD OPERATING PROCEDURES:

Staff Review Team Procedures:

- After an initial damage assessment is completed; the County Staff Review Team (SRT) shall convene to determine what areas of the County are impacted and discuss permitting procedures under current emergency conditions.

- The SRT will discuss conditions, including the following matters in determining how to proceed: *plan review requirements, temporary housing needs, ordinance enforcement, abatement of unsafe or un-repairable structures, emergency repairs and other related issues.*

- The SRT shall make determinations as to what areas within the County are in need of redevelopment, or in the alternative, which areas are eligible for reconstruction. The SRT shall make recommendations to the Recovery Task Force. After a determination has been made that an area has been damaged to such an extent that redevelopment is appropriate, the County Building Official, with support of the Director of Planning and Planning Department Staff, shall coordinate the process of organizing meetings with the municipalities to determine how the affected areas are to be redeveloped and present draft proposals to the Recovery Task Force. The Recovery Task Force will then present proposals to the Beaufort County Council. Redevelopment plans should be based on the most recent comprehensive plan, hazard mitigation plans/policies and Federal/State funding policies and standards.

- The SRT shall make recommendations to the Recovery Task Force regarding appropriate County revisions required to promote County economic recovery.

- At an appropriate time the SRT will make a recommendation to the Recovery Task Force Executive Committee for the reintroduction of the County DSO.

Zoning Operations:

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

Redevelopment Procedures:

- The County Building Official, with the support of the Director of Planning and Planning Department and SRT staff, will be responsible for coordinating the County aspects of the Beaufort County redevelopment process.
- It is envisioned that redevelopment will in many cases occur within areas that are both within municipal and unincorporated areas. In preparation for this eventuality to plan and implement redevelopment in these key areas, these steps need to be taken:
    - Establish an ad hoc subcommittee with both county and municipal staff representation.
    - The subcommittee will hold workshops to address topics to facilitate intergovernmental coordination and cooperation.
    - The sub-committee may evaluate the feasibility of an MOU to consolidate project planning and implementation to improve:
        - Joint redevelopment planning of affected areas.
        - Implementation completion schedules.
        - Reduce management costs and duplication.
- Redevelopment plans should be based on the most recent comprehensive plan, hazard mitigation plans/policies and Federal/State funding policies and standards.

Sources:

"Beaufort County Disaster Recovery Operations Polices", Beaufort County Recovery Task Force.

"National Disaster Recovery Framework" - http://www.fema.gov/national-disaster-recovery-framework

"National Recovery Support Function" - http://www.fema.gov/recovery-support-functions

"FEMA Long-Term Community Recovery Policy" - http://www.fema.gov/rebuild/ltcr/plan_resource.shtm

Recovery Function #15:
Economic Restoration and Development

PRIMARY AGENCY: **Chambers of Commerce**

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

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

RSF REFERENCE:
ESF REFERENCE:

ACTIVITIES TO COMPLETE:

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

STANDARD OPERATING PROCEDURES:

Immediately following a disaster activate MOA between EMD and the Chambers of Commerce to conduct a business survey to determine which businesses need assistance to lead to re-establishment of county businesses. See ESF 23 and related MOAs/MOUs for activation of ESF 23.

- This Recovery Function Group will need to coordinate activities with RF#3: Public Information; Community Relations to help get information on available federal assistance programs for businesses. (SBA, etc.)

- Determine what additional marketing information will be needed from RF#3: Public Information; Community Relations and provide it to them.

- The Task Group shall work to reestablish tourism in Beaufort County, as well as assist business and industry with recovery and economic revitalization efforts.

- In the recovery stage marketing strategies will be developed, including advertising and travel to trade groups and others to let them know that the County is open for business again.

- The Task Group shall prepare pre-written press releases for dissemination upon entering a disaster recovery phase.

- The Task Group shall recommend establishment and locations of **Business Information Centers** as established in RF 14**.** The center(s) will be staffed with representatives from the support agencies. See RF 5: Individual Assistance for more information on these centers.

Disaster Recovery and Redevelopment

The purpose of the Beaufort County Disaster Recovery Plan is to provide Beaufort County with a strategic plan to guide actions and decision-making in disaster recovery and redevelopment, and to provide a supportive framework to support municipal recovery.

The plan provides the basis for consistent treatment of redevelopment issues throughout the county via cooperative and supportive relationships. Recovery and redevelopment actions will be based upon need, level of damage and funding available.

Federal disaster assistance source material is listed below.

Federal Disaster Recovery Programs: Brief Summaries, CRS Report for Congress, Congressional Research Service, the Library of Congress, RL31734, January 30, 2009.

FEMA Long-Term Recovery Assessment Tool, June 2005.

Financing Recovery from Large-Scale Natural Disasters, CRS Report to Congress, Congressional Research Service, the Library of Congress, RL34749, February 9, 2009.

National Disaster Recovery Framework (NDRF), September 2011.
http://www.fema.gov/pdf/recoveryframework/ndrf.pdf.

Public Assistance Handbook, FEMA
http://www.fema.gov/media-library-data/1456167739485-75a028890345c6921d8d6ae473fbc8b3/PA_Program_and_Policy_Guide_2-21-2016_Fixes.pdf.
Retrieved January 2016.

Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, and related Authorities, FEMA 592, June 2007.
http://www.fema.gov/pdf/about/stafford_act.pdf

Business Disaster Recovery Funding Sources

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

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

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

SBA offers Physical Disaster Business Loans to repair or replace any business that are located in a declared disaster area. The SBA makes physical disaster loans of up to $1.5 million to qualified businesses.

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

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

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

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

The U.S. Department of Agriculture Rural Development offers programs to finance business development programs in rural areas (population of 25,000 or less).

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

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

State and Local Resources

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

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

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

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

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

Information Sources:

Beaufort County Disaster Recovery Website http://www.beaufortcountydisasterrecovery.net/wordpress/

Beaufort Regional Chamber of Commerce http://www.beaufortsc.org/

Hilton Head Island-Bluffton Chamber of Commerce http://www.hiltonheadisland.org/

Other Resources

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

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

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

Nonprofits

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

The U.S. Department of Housing and Urban Development offers several programs for nonprofit organizations and faith-based organizations.

Recovery Function #16:
Environmental Preservation and Restoration

PRIMARY AGENCY: **Planning**

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

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

RSF REFERENCE:
ESF REFERENCE:

ACTIVITIES TO COMPLETE:

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

STANDARD OPERATING PROCEDURES:

- Immediately following a disaster, the County Administrator shall designate the Natural Resources Planner to oversee the activities of this Recovery Function.

- Through coordination with *RF#1: Impact Assessment (Disaster Assessment)*, the Environmental Preservation and Restoration Coordinator will be responsible for conducting and maintaining an environmental impact assessment that identifies all areas of the county that have suffered environmental degradation as a result of the disaster, such as damage to forest areas, water quality, and coastal/wetland areas. The environmental impact assessment will also be used to help determine what programs and resources are available to help the county address damages suffered to the environment as a result of a disaster.

- As a result of the environmental impact assessment, the Environmental Preservation and Restoration Coordinator will make recommendations on how to best deal with the impacts of the disaster on the environmentally sensitive areas. The Environmental Preservation and Restoration Coordinator will serve as the County's liaison between federal and state officials concerned with environmental impacts following a disaster.

- The Environmental Preservation and Restoration Coordinator shall coordinate with *RF#7: Debris Management* to ensure that debris operations are not causing further environmental damage (such as air quality issues related to burning) and that the debris operations are not breaking any environmental regulations.

- The Environmental Preservation and Restoration Coordinator will be responsible for pursing any relevant post-disaster federal and state programs and/or funds that can be used to implement environmental projects identified by the county.

- Coordinate with *RF#17: Mitigation* to ensure that any environmental opportunities, projects or programs that arise as a result of the disaster are incorporated into the mitigation plan. Environmental concerns involving hazardous materials should be coordinated through Emergency Management and DHEC.

Recovery Function #17:
Mitigation

PRIMARY AGENCY: **Building Codes/Hazard Mitigation Team**

SUPPORT AGENCIES: Recovery, Emergency Management, EOC/ROC Planning Group, Building Codes, Hazard Mitigation Committee, Planning, Public Information Officer, Public Works, City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, Town of Yemassee

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

RSF REFERENCE:
ESF REFERENCE:

STANDARD OPERATING PROCEDURES:

- A new Beaufort County Hazard Mitigation Plan was completed and adopted in 2011. Participants were: Beaufort County, the Town of Hilton Head Island, the Town of Bluffton, the Town of Port Royal and the City of Beaufort.

- Following a disaster, the Beaufort County Disaster Recovery Director will be named by the Hazard Mitigation Administrator. This person will be responsible for following up on the activities proposed in the hazard mitigation plan, grant development, tracking (handling reimbursement requests, etc), and coordinating post-disaster meetings of the Hazard Mitigation Planning Committee (HMPC).

- The Hazard Mitigation Grant Program (HMGP) is a post-disaster grant program for funding mitigation projects and the Pre-disaster Mitigation (PDM) is a similar program available on an annual basis. The Hazard Mitigation Coordinator will work with RF#3: Public Information; Communications & Accountability Department to get information to the public about the HMGP and PDM programs.

- The Hazard Mitigation Planning Committee will meet shortly after the disaster occurs to identify new mitigation measures that the County and/or municipalities can pursue.

- The Hazard Mitigation Coordinator will be responsible for capturing the benefits of previous mitigation projects and making a presentation of these findings that can be made at various events.

- Make recommendations for identified mitigation opportunities to the Recovery Task Force and County Council.

Recovery Function #18:
Recovery Administration and Finance

PRIMARY AGENCY: **County Finance Director**

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

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

RSF REFERENCE:
ESF REFERENCE: ESF 7: Resource Support

ACTIVITIES TO COMPLETE:

- Activate (and oversee implementation of) standardized Emergency Resource and Financial Management Policies and Procedures. (County and Federal policy).
- Review and update as necessary the Emergency Purchases section of the Beaufort County Purchasing Regulations and Procedures manual.
- Continue to seek out sources of disaster recovery funding, including expanded savings, a stand-by line of credit, public and private sector (foundations, corporations, etc.) funding that would be available to help with implementing Recovery Functions.
- Get Treasurer's office involved into streamlining the process for applying for a permit.

STANDARD OPERATING PROCEDURES:

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

Recovery Function #19:
Mutual Aid Protocols

PRIMARY AGENCY: **Emergency Management**

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

RSF REFERENCE:
ESF REFERENCE: None

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

ACTIVITIES TO COMPLETE:

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

STANDARD OPERATING PROCEDURES:

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

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

Partnering agency/agencies	Service provided by partner	Service provided by Beaufort County	Notes:
Hilton Head Island-Bluffton Chamber of Commerce, Beaufort Regional Chamber of Commerce	Serve as the Business Representative for the Beaufort County EOC	(EM) Allow certain personnel from the Chamber of Commerce to serve in the Emergency Operations Center as members of the EOC staff. They will be part of the operations section of the EOC and will coordinate with the EOC.	
Hilton Head Island-Bluffton Chamber of Commerce, Beaufort Regional Chamber of Commerce	Be the point of contact for the Chamber of Commerce and will provide to the EOC business information and situations of the business community.	(EM) Feed and house Chamber personnel in the EOC.	

Partnering agency/agencies	Service provided by partner	Service provided by Beaufort County	Notes:
Hilton Head Island-Bluffton Chamber of Commerce, Beaufort Regional Chamber of Commerce	Activate a bank of telephones for the business industry to call regarding hurricane information, weather conditions, or other storm related information. This bank of telephones will be operated at another location, and at the expense of the Chamber of Commerce.	(EM) Provide use of a telephone for the Chamber staff in the EOC.	
Hilton Head Island – Bluffton Chamber of Commerce, Beaufort Regional Chamber of Commerce	Continue to provide the telephone bank for the business community in the aftermath of a hurricane landfall, until a timely mutual arrangement is made by the Chamber and the Emergency Management Department to discontinue the service.		
Hilton Head Island-Bluffton Chamber of Commerce, Beaufort Regional Chamber of Commerce	The Chamber will provide the business community with a method by which to access hurricane information.		
Golden Corral Beaufort, Golden Corral Bluffton,	Following a hurricane/tropical storm event - Meal ticket system for County employees to use in lieu of cash or other forms of payment.	Reimbursement for meals provided to County staff	
Holiday Inn (Bluffton), Days Inn Hampton (Summerton), Quality Inn and Suites (Hilton Head), Hampton Inn (Hilton Head), Best Inn (Beaufort), Ramada Limited (Beaufort)	Hotel accommodations for County employees before, during or after a hurricane/tropical storm event.	Reimbursement for hotel rooms provided to County staff.	
. ABL	Food services for Emergency Operations Center.	Reimbursement for food for EOC	
Salvation Army and American Red Cross	Reimbursement for fuel used.	Provide fuel services for organization's vehicles during disaster or recovery operations.	
Beaufort Memorial Hospital	Provide space for shelter operations and food services for certain County Emergency Service Agencies.	Reimbursement for meals provided to County staff	
Verizon	Provide cellular telephone instruments to the Beaufort Emergency Management Division for distribution to County Emergency Services Agencies for disaster operations.	Assume the liability for any damaged, destroyed or lost cellular telephones and will reimburse the companies for the value of the phones upon being invoiced.	

Partnering agency/agencies	Service provided by partner	Service provided by Beaufort County	Notes:
Beaufort Jasper Water and Sewer Authority	Coordinate the response to all water and sewer aspects of declared emergencies in Beaufort County; serve as the coordinator for emergency drinking water within Beaufort County; serve as coordinator of the provision of emergency sanitary waste disposal services for Beaufort County.	Provide Shelter for Cat 4 & 5	Provide bottled water and Port-a-Johns
Beaufort Jasper Water and Sewer Authority	Will be recognized as the responsible expert in all matters relating to the provision of water and sewer services in Beaufort County and that no emergency decisions in such matters are to be taken without consultation with responsible officials of BJWSA.		
Beaufort Jasper Water and Sewer Authority	Will be involved in the pre-emergency planning being conducted by Beaufort County - in particular BJSWA shall be involved in conversations and arrangements with involved State and Federal Agencies or private vendors regarding the provision of water and wastewater emergency equipment.		Get lift station up and running
Jasper County	Serve as backup Dispatch Center for Beaufort County in the event their radio or telephone system is down; allow all Beaufort County Emergency Services access to the Jasper County Communications Systems for joint operations and backup capabilities; pay for all expense for purchasing or installing Jasper County equipment in the Beaufort County Dispatch Center or Emergency Operations Center.	Serve as backup Dispatch Center for Jasper County in the event their radio or telephone system is down; allow all Jasper County Emergency Services access to the Beaufort County Communications Systems for joint operations and backup capabilities; pay for all expense for purchasing or installing Beaufort County equipment in the Jasper County Dispatch Center or Emergency Operations Center	Sheriff's Office IT - MOA
Hampton County	If Beaufort County EOC is damaged or destroyed during an incident, serve as backup EOC; Provide backup NCIC computer operations as per SLED and FBI rules and regulations; Provide radio communications access to Beaufort County Emergency Services in order for them to contact the Hampton County Traffic Management Center.	If the alternate Hampton County EOC is damaged or destroyed during an incident, serve as backup EOC; Provide backup NCIC computer operations as per SLED and FBI rules and regulations; Provide radio communications access to Hampton County Emergency Services in order for them to contact the Beaufort County Traffic Management Center	Sheriff's Office IT - MOA

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

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

PRIMARY AGENCY: **Public Works and Facilities Management**

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

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

RSF REFERENCE:
ESF REFERENCE: None

ACTIVITIES TO COMPLETE:

- Maintain a list of equipment and facilities that may be needed following a disaster. Annually identify those items that may need to replaced, rented, etc... This list should be as complete as possible.

- Develop a separate Pre-disaster Equipment and Facilities Deployment Plan. The plan should include a phased facilities plan that will spell out what facilities will be used for different types of disasters (minor to catastrophic) and which facilities will serve as back-up facilities when others are flooded or damaged. (Matrix CAT 1-5)

STANDARD OPERATING PROCEDURES:

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

Recovery Function #21:
Transportation Recovery Procedures

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

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

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

RSF REFERENCE:
ESF REFERENCE: ESF 1 – Transportation

ACTIVITIES TO COMPLETE:

- Coordinate with RF#s 4, 5, and 9 to determine what roles RF# 21 can play in assisting those Recovery Functions (mobile health units, transporting goods and potentially volunteers, etc).
- Acquire a 50 KW generator for the Lowcountry RTA in order to operate out of their facility post disaster.
- RF 13 shall coordinate with RF 21 in consideration of long-term housing sites (including the potential and feasibility of outside of region locations). This will help RF#21 determine if it can meet transportation needs to and from these areas after a disaster.
- Explore agreements for additional buses in times of disaster, with First Transit or other providers.
- Beaufort County provide training and preparation to staff drivers. Training will ensure drivers are better prepared to deal with flooding and hazardous roadways.
- Identify what role, if any, public transit will play in search and rescue efforts (coordination with EMD). Transporting survivors to shelters for non-emergency medical care may be a possibility in a post disaster event with resources maxed out.
- Communications could be an issue for LRTA in times of a disaster. The RTA lacks the funds to purchase the Palmetto 800 system and will likely stay with some type of cellular or walkie talkie (Nextel) system. If this is going to be an issue in communicating with County officials (the EOC) during times of disaster, this needs to be addressed ahead of time.

STANDARD OPERATING PROCEDURES:

- Following a disaster, a Transportation Coordinator will be named.

- The Transportation Coordinator is responsible for informing emergency operations personnel of any changes that arise in transportation situations.
- The Transportation Coordinator is also responsible for organizing and resolving transportation issues with supporting agencies.
- In addition, the Transportation Coordinator is responsible for organizing public transportation to and from shelter sites.
- The Lowcountry Regional Transportation Authority has established a Hurricane Recovery Plan. To obtain a copy of this plan, contact LRTA.
- LTRA will keep an updates inventory list as to what items will be needed in the event of a disaster (spare parts, tires, etc) and determine who may be available to assist in providing these needed supplies. First Transit can provide extra inventory when needed.
- The Transportation Coordinator will coordinate with First Vehicle Services to upgrade fuel cards to be used for retail establishments during a disaster event.

Recovery Function #22:
Recovery Procedures for Pets/Animals

PRIMARY AGENCY: **Beaufort County Animal Shelter and Control**

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

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

RSF REFERENCE:
ESF REFERENCE: ESF 17: Animal Emergency Response

ACTIVITIES TO BE COMPLETED:

- Develop a large animal disposal policy
- Get Out of County feeding plans in writing

STANDARD OPERATING PROCEDURES:

- All volunteer agencies or persons who want to volunteer for this service will be coordinated by Beaufort County Animal Shelter and Control.

- The Beaufort County Animal Shelter and Control has established an Emergency Operations Plan that details many of the disaster recovery procedures. Contact Beaufort County Animal Shelter and Control to obtain a copy of this plan.

- County Veterinarian serves as the County's emergency veterinarian in times of disaster. Some of his qualifications include:

    - CART: County Agricultural Response Team
    - Veterinarian liaison with SC American Veterinarian Association
    - Consultant with the USDA

- The following resources are on standby if needed:

    - Army Reserve with Vets and Techs
    - HSUS – Humane Society of the United States
    - AHA – American Humane Association
    - Animal Planet
    - CODE 3 – Self contained rescue group

- Develop and maintain a dead animal policy.

- Coordinate with Public Works for large animal removal.

- Develop and maintain an out of county animal food storage location.

Recovery Function #23:
Utilities Restoration

PRIMARY AGENCY: **Beaufort County Public Works**

SUPPORT AGENCIES: Emergency Management, Public Safety, MIS, GIS, EOC/ROC Planning Group, Beaufort Jasper Water and Sewer Authority, Embarq, Hargray, Public Services Districts, Santee Cooper, South Carolina Electric and Gas (SCE&G), Palmetto Electric, Comcast, Charter, Time-Warner, Disaster Recovery, Facilities Management

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

RSF REFERENCE:
ESF REFERENCE: None

STANDARD OPERATING PROCEDURES:

- Each of the agencies and departments involved already have disaster response and recovery plans and/or procedures in place. Following a disaster, these plans will be implemented by the responsible parties in order to get the utilities up and running again.

- Beaufort County Public Works will serve as the coordinating agency overseeing utility restoration. Each of the support agencies should keep Beaufort County Public Works abreast of the status of utility restoration for those utilities for which they are responsible for maintaining.

- Upon activation of the Public Works Coordination Center (within the EOC), each utility will provide a representative at a daily briefing. The purpose of the briefing is to establish and carry out utilities priorities and to resolve matters affecting job completion.

Recovery Function #24:
Schools Recovery

PRIMARY AGENCY: **Beaufort County School District**

SUPPORT AGENCIES: South Carolina Department of Education, Office of School Facilities, Director, Delisa Clark, (803) 734-4837, dclark@ed.sc.gov; Beaufort County

PURPOSE:

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

RSF REFERENCE:
ESF REFERENCE: None

STANDARD OPERATING PROCEDURES:

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

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

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

- Annually review the debris clearing priorities for the county to make sure all priorities are covered

For more information on the BCSD Recovery Plan, or other school related recovery issues, contact David Grissom (BCSD Protective Services) 843-812-1364.

Recovery Function # 25:
County Employees

PRIMARY AGENCY: **Employee Services Department**

SUPPORT AGENCIES: County Council, County Administrator, Emergency Management, Disaster Recovery, Beaufort County Finance

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

RSF REFERENCE:
ESF REFERENCE:

ACTIVITIES TO COMPLETE:

- Sponsor speakers (to talk to employee about issues that may occur in a disaster and how to handle them).

  To inform County policy-makers of employee issues and choices the County can make to improve employee retention in recovery.

  To inform employees on preparation for remaining in the County after a disaster (to more fully understand challenges, solutions and lessons learned).

- Develop Employee Redeployment Policy
  Consider a parallel jobs policy that will encourage employees to shift to related recovery jobs.

  Employee handbook which provides for returning procedures, clarification of payment when employees are not working

- Payroll Policy
  Well in advance of a disaster Finance will inform employees that the County will be able to direct deposit even if banks are destroyed (because County has back-up pay system).

- Telephone Policy (to keep employees here, when family is not)
  For employees without cell phone capacity provide long distance telephone access to maintain linkage to families.
  Build a long distance capability into Hampton County facility or via some other delivery mechanism.

Evaluation of these potential policy options:

- County Employee Assistance Program (EAP)
  Consider adding services and expanding existing services (such as family counseling, financial counseling, day care, etc.).

- Develop lists of preapproved personal physicians for families in temporary relocation areas of the region.

- Develop and promote a Recovery Volunteer Program
  Develop a Recovery volunteer program, and strategies to attract employees to jobs needed for Recovery.

- Family-feeding Policy
  Feed families three (3) meals a day, until grocery stores and other feeding programs are in place.

- Cash in pockets (if banks are out of business).
  If banks are out of business for three days, or more, the County will advance $20 a day to families, up to a certain amount.

- Gasoline for employee's cars (to get to and from work, when gas stations are not operating)
  Consider 5 gallons a week for a family, to help encourage family to come back.

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

STANDARD OPERATING PROCEDURES:

Annually evaluate RF policies and recommend revisions to improve effectiveness.

Recovery Function # 26:
Mortuary Operations

PRIMARY AGENCY: **Beaufort County Coroner's Office**

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

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

RSF REFERENCE:

ESF REFERENCE: ESF 8: Public Health and Medical Services

ACTIVITIES TO COMPLETE:

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

STANDARD OPERATING PROCEDURES:

Annually evaluate RF policies and recommend revisions to improve effectiveness.

13.2 - Beaufort County Disaster Recovery Plan - Annual Review Master Checklist

Beaufort County Disaster Recovery Plan - Annual Review Master Checklist

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

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

13.3 – Beaufort County Disaster Recovery Plan - Recovery Function Annual Checklists

Recovery Function 1: Impact Assessment (Disaster Assessment)

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

Recovery Function 2: Continuation of Government

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

Recovery Function 3: Public Information; Community Relations

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

Recovery Function 4: Human Services (Short-term)

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

Recovery Function 5: Individual Assistance (IA)

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

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

Recovery Function 6: Volunteers and Donations

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

Recovery Function 7: Debris Management

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

Recovery Function 8: Re-entry Security

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

Recovery Function 9: Health and Human Safety

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

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

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

Recovery Function 11: Building Inspections and Permits

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

Primary Agency: Building Codes

Review each element of Recovery Function 11 and make changes as necessary.

Recovery Function 12: Rebuilding, Construction, Repairs, Restoration

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

Primary Agency: Building Codes

Review each element of Recovery Function 12 and make changes as necessary.

Recovery Function 13: Housing

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

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

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

Recovery Function 15: Economic Restoration and Development

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

Recovery Function 16: Environmental Preservation and Restoration

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

Recovery Function 17: Mitigation

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

Primary Agency: Building Codes

The Hazard Mitigation Planning Committee should meet annually to review the Hazard Mitigation Plan with a special emphasis on the Hazard Mitigation Project/Action Plan.

Identify any new mitigation opportunities and create new mitigation actions to accomplish these opportunities.

Review each element of Recovery Function 17 and make changes as necessary.

Post-event Activities

Following a disaster, a Hazard Mitigation Coordinator will be named by the County Administrator. This person will be responsible for following up on the activities proposed in the hazard mitigation plan, grant development, tracking (handling reimbursement requests, etc), and coordinating post-disaster meetings of the Hazard Mitigation Planning Committee (HMPC).

The Hazard Mitigation Coordinator will work with RF#3: Public Information; Community Relations to get information to the public about the HMGP and PDM programs.

The Hazard Mitigation Planning Committee will meet shortly after the disaster occurs to identify new mitigation measures that the County and/or municipalities can pursue.

The Hazard Mitigation Coordinator will be responsible for capturing the benefits of previous mitigation projects and making a presentation of these findings that can be made at various events.

Make recommendations for identified mitigation opportunities to the Recovery Task Force.

Recovery Function 18: Recovery Administration and Finance

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

Recovery Function 19: Mutual Aid Protocols

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

Recovery Function 20: Pre-disaster Equipment and Facilities Deployment

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

Recovery Function 21: Recovery Transportation

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

Recovery Function 22: Animal Recovery

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

Primary Agency: Beaufort County Animal Shelter and Control

Review each element of Recovery Function 22 and make changes as necessary.

Determine what communication equipment will be needed to implement this Recovery Function and report those needs to the Emergency Management Division.

Recovery Function 23: Utility Restoration

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

Primary Agency: Public Works

Review each element of Recovery Function 23 and make changes as necessary.

Develop and keep up to date a list that provides the Point of Contact (POC) for each of the agencies, departments, companies, etc involved with this Recovery Function. This POC list will be maintained by the Public Works Department.

Beaufort County Public Works to conduct a meeting with each of the support agencies to ensure that disaster recovery plans and procedures are up to date and ready to be utilized should the need arise. Any coordination issues should be addressed at this meeting.

Recovery Function 24: Schools

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

Recovery Function 25: County Employees

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

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

Recovery Function 26: Mortuary Operations

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

Primary Agency: Beaufort County Coroner's Office

Review each element of Recovery Function 26 and make changes as necessary.

Post Event Activities

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

Section: 13
Appendix B – Short and Long Term Recovery Objectives

SHORT TERM RECOVERY OBJECTIVES (Beaufort County Emergency Management Division)

1. Conduct initial impact assessment.
2. Open roads required for re-entry.
3. Coordinate utilities restoration.
4. Oversee re-entry security operations.
5. Complete and file disaster declaration.
6. Assist with applicants briefing.
7. Implement EWS operations.
8. Support business and industry re-openings.
9. Implement continuity of government procedures.
10. Assist insurance firms in claims processing.
11. Coordinate efforts to find business temporary facilities.
12. Assist with establishing any temporary facilities/structures needed.
13. Establish base camps, for logistics support.
14. Oversee short-term public information/community relations activities.
15. Oversee initial debris removal activates.
16. Support opening of Disaster Assistance Centers.

LONG TERM RECOVERY OBJECTIVES (Beaufort County Disaster Recovery Task Force)

1. Coordinate detailed damage assessment.
2. Oversee all debris related activities until no longer needed.
3. Support Disaster Assistance Centers until no longer needed.
4. Oversee redevelopment process (Recovery Task Force, SRT and County Council) and reconstruction (Building Codes), including one-stop permitting operations.
5. Oversee long-term public information and community relations activities, to include the Disaster Recovery Website, and disseminating Recovery Information.
6. Coordinate environmental preservation and restoration.
7. Support and coordinate Business Assistance Center services to support long-term recovery.
8. Coordinate any needed temporary housing operations.
9. Oversee implementation of Public Assistance Projects.
10. Make any needed recommendations to County Council regarding moratoriums related to redevelopment, reconstruction, land use regulations and permits.

Section: 15
Appendix C – Beaufort County Recovery and Reconstruction Ordinance (2016)

ARTICLE IV. - DISASTER RECOVERY AND RECONSTRUCTION

Sec. 22-101. - Authority.
Sec. 22-102. - Purposes and objectives.
Sec. 22-103. - Definitions.
Sec. 22-104. - Recovery management structure.
Sec. 22-105. - Recovery plan.
Sec. 22-106. - General provisions.
Sec. 22-107. - Imposition of curfews during times of emergency and recovery.
Sec. 22-108. - Re-entry into areas affected by disasters.
Sec. 22-109. – Emergency permitting, zoning policy and procedures.
Sec. 22-110. - Demolition of damaged buildings.
Sec. 22-111. - Temporary housing.
Sec. 22-112. - Hazard mitigation program.
Sec. 22-113. - Protection of critical county public records policies and procedures.
Sec. 22-114. - Disaster emergency refuse collection and disposal policies and procedures.
Sec. 22-115. - Recovery and reconstruction strategy.
Sec. 22-116. - Penalties for offenses.
Sec. 22-117. - Severability.

Sec. 22-101. - Authority.

(1) This article is adopted by the Beaufort County Council acting under authority of the South Carolina General Assembly, the Home Rule Act, South Carolina Code of Regulations 58-1, Local Emergency Preparedness Standards, and all applicable federal laws and regulations.

(2) The provisions of this article shall become and be made part of the Code of Laws and Ordinances of Beaufort County, South Carolina. Any laws or ordinances in conflict with the Ordinance that Beaufort County is authorized to repeal are hereby repealed.

(3) Nothing herein shall supersede the powers, duties, and authorities of the Federal Emergency Management Agency (FEMA) and/or South Carolina's Emergency Management Division (SCEMD). If any section, paragraph, sentence, clause and/or phrase or word of this article is, for any reason, held or declared by a court of competent jurisdiction to be unconstitutional, inoperative or void, such holding shall not affect the remainder of this article.

(Ord. No. 2008/28, § 1, 8-11-2008)

Sec. 22-102. - Purposes and objectives.

(1) *Purposes.* It is the intent of the Beaufort County Council under this article to:

(a) Authorize creation of an organization to plan and prepare in advance of a major disaster for orderly and expeditious post-disaster recovery and to direct and coordinate recovery and reconstruction activities;

(b) Direct the preparation of a pre-event plan for post-disaster recovery and reconstruction to be updated on a continuing basis;

(c) Authorize in advance of a major disaster the exercise of certain planning and regulatory powers related to disaster recovery and reconstruction to be implemented upon declaration of a local emergency; and,

(d) Identify means by which Beaufort County will take cooperative action with other governmental entities (local, state and federal) in expediting recovery; and implement means by which Beaufort County will consult with and assist citizens, businesses, and community organizations during the planning and implementation of recovery and reconstruction procedures.

(2) *Objectives.* The County has established the following general objectives for county recovery policy:

(a) Adopt improved and more comprehensive recovery policies and procedures that will facilitate county rebuilding after a disaster;

(b) Adopt improved and more comprehensive recovery policies and procedures that will facilitate meeting FEMA (Federal Emergency Management Agency) (and other state and federal programs) requirements for rebuilding and redevelopment funding;

(c) Improve county policies and procedures for future hurricane seasons and all other disasters.

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

(Ord. No. 2008/28, § 2, 8-11-2008)

Sec. 22-103. - Definitions.

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

Curfew. A curfew is a regulation requiring the withdrawal from any person not otherwise exempt from this article from appearing in certain public areas during specified hours.

Damage assessment team. The primary role of the damage assessment team is to assess losses to property. Assessment will be used to determine type of permit required for repair or reconstruction, dollar amount of destruction or damage, and to determine qualifications for federal or state disaster relief assistance.

Detailed damage assessment. Follows the initial impact assessment and includes conducting on-site visits by the damage assessment teams for each affected property. This process may take weeks to complete and will culminate in a summary damage estimate in dollars of the total loss to all property in Beaufort County, including: real, personal, agricultural, utility, infrastructure, business, etc.

Development moratorium. A temporary hold, for a defined period of time, on the issuance of building permits, approval of land-use applications or other permits and entitlements related to the use, development, redevelopment, repair, and occupancy of private property in the interests of protection of life and property.

Director. The director of the recovery task force or an authorized representative.

Disaster recovery centers (DRCs). A multi-agency center organized by FEMA for coordinating

assistance to disaster victims.

Emergency. A local emergency which has been declared by the governor or recognized as same by the Beaufort County Council through the enactment of an emergency ordinance for a specific disaster and has not been terminated.

Event. Any natural weather-related or other condition causing damage or destruction of property. Types of events shall include, but not limited to hurricanes, northeasters, tornadoes, earthquakes, and/or other natural disasters.

Exempt individuals. Unless otherwise specified herein, exempt individuals include those persons engaged in the provision of designated, essential services, such as fire, law enforcement, emergency medical services, and hospital services, military services, utility emergency repairs. The resolution of a curfew may, in the discretion of the governing authority, also exempt regular employees of local industries traveling to and from their jobs with appropriate identification, news media employees, building and repair contractors who are properly registered with the county and who are actively engaged in performing activities related to construction, repair, renovation, or improvement of buildings and other structures damaged during the disaster or emergency.

Flood Insurance Rate Map (FIRM). An official map of the community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community.

Hazard mitigation grant program. A federal program that assists states and local communities in implementing long-term hazard mitigation measures following a major disaster declaration.

Historic building or structure. Any building or structure listed or eligible for listing on the National Register of Historic Places, as specified by federal regulation, the state register of historic places or points of interest, or a local register of historic places, and any buildings and structures having historic significance within a recognized historic district.

Individual assistance program. A federal disaster program that brings funding to disaster victims for housing and other needs in order to expedite the victims' recovery from disaster.

Initial impact assessment. The initial impact assessment (windshield assessment, disaster assessment) is used to determine the extent of the disaster and to determine whether or not outside assistance will be needed. This assessment is generally performed within 24 or 48 hours after passage of an event, depending on severity and scope.

In-kind. The same as the prior building or structure in size, height and shape, type of construction, number of units, general location, and appearance.

Interagency hazard mitigation team. A team of representatives from FEMA, other federal agencies, state emergency management agencies, and related state and federal agencies, formed to identify, evaluate, and report on post-disaster mitigation needs.

Joint field office (JFO). A center established by FEMA for coordinating disaster response and recovery operations, staffed by representatives of federal, state, and local agencies as identified in the National Response Framework (NRF) and determined by disaster circumstances.

Major disaster. Any natural catastrophe (including any hurricane, tornado, high water, wind-driven water, earthquake, winter storm, drought, etc.), or, regardless of cause, any fire, flood, or

explosion, which in the determination of the President of the United States causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and available resources of states, jurisdictions, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

National response framework (NRF). A plan to coordinate efforts of the government in providing response to natural disasters, technological emergencies, and other incidents requiring federal assistance under the Stafford Act in an expeditious manner.

Project worksheet (PW). A claim by a local jurisdiction for financial reimbursement for repair or replacement of a public facility damaged in a major disaster, as authorized under the Stafford Act and related federal regulations, plans, and policies.

Public assistance program. FEMA's Public Assistance (PA) Grant Program is designed to provide assistance to states, local governments, and certain nonprofit organizations to alleviate suffering and hardship resulting from major disasters or emergencies declared by the President. Through the PA Program, FEMA provides supplemental federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private nonprofit (PNP) organizations. The federal share of assistance is not less than 75 percent of the eligible cost for emergency measures and permanent restoration. The grantee (usually the state) determines how the non-federal share (up to 25 percent) is split with the sub grantees (eligible applicants).

Reconstruction. The rebuilding of permanent replacement housing, construction of large-scale public or private facilities badly damaged or destroyed in a major disaster, addition of major community improvements, and full restoration of a healthy economy.

Recovery functions. The categories of activities and programs that the County and its citizens are likely to need following a disaster.

Recovery task force. An interdepartmental organization that coordinates Beaufort County staff actions in planning and implementing disaster recovery and reconstruction functions.

Recovery plan. A pre-event plan for post-disaster recovery and reconstruction, composed of policies, plans, implementation actions, and designated responsibilities related to expeditious and orderly post-disaster recovery and rebuilding, with an emphasis on mitigation.

Recovery strategy. A post-disaster strategic program identifying and prioritizing major actions contemplated or under way regarding such essential recovery functions as business resumption, economic reinvestment, industrial recovery, housing replacement, infrastructure restoration, and potential sources of financing to support these functions.

Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended).

(Ord. No. 2008/28, § 3, 8-11-2008)

Sec. 22-104. - Recovery management structure.

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

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

(1) *Recovery task force.* A recovery task force is hereby established that is comprised of the following officers and members, should any of the directors be unable to perform the tasks the subsequent individual shall fall within that position and the line of succession shall adjust accordingly.

(a) The county Administrator who shall be chair; and as chair of the recovery task force shall appoint the recovery director and three deputy directors to oversee all recovery functions and to form a line of succession. Each deputy director shall provide management of recovery functions as assigned by the director;

(b) The Director of Engineering and Infrastructure and Land Management shall be recovery director and first vice-chair of the disaster recovery taskforce.

(c) The Director of Public Works shall be the second vice-chair.

(d) The Building Codes Director shall be the third vice-chair.

(e) The Beaufort County Assistant County Administrator of Civic Engagement and Outreach shall be the fourth vice-chair.

(f) The Beaufort County Attorney and staff shall be legal adviser and staff of the recovery task force.

(g) Other members, shall include the county council, facilities and construction, engineering, transportation engineering, planning, fire chief, emergency management, sheriff, together with representatives from such other departments and offices as the alliance for human services, assessor, economic development, EMS, GIS, parks and leisure services, zoning, department of social services/ emergency welfare services, municipal representatives, private sector and nonprofit organizations etc., and others that may be deemed necessary by the chair or recovery director for effective recovery operations.

(2) *Powers and duties.* The recovery task force shall have such powers as enable it to carry out the purposes, provisions, and procedures of this chapter, as identified in this chapter.

(3) *Operations and meetings.* The director shall have responsibility for recovery task force operations. When an emergency declaration is in force (whether declared by the governor or through the enactment of an emergency ordinance adopted by Beaufort County Council), the county administrator shall authorize activation of the recovery task force and disaster recovery plan. After a declaration and/or determination that a local emergency exists, and while such declaration or determination is in force, the recovery task force shall meet daily or as frequently as determined by the director. When an emergency declaration or determination is not in force, the recovery task force shall meet monthly or more frequently, upon call of the chair or director.

(4) *Succession.* In the absence of the director, the deputy director shall serve as acting director and shall be empowered to carry out the duties and responsibilities of the director.

The director shall name a succession of department managers to carry on the duties of the director and deputy director, and to serve as acting director in the event of the unavailability of the director and deputy director.

(5) *Organization.* The recovery task force may create such standing or ad hoc committees as determined necessary by the director.

(6) *Relation to Beaufort County Sheriff's Office Emergency Management Division.* The recovery task force shall work in concert with the Emergency Management Division that has interrelated functions and similar membership.

(7) *Short-term recovery objectives.* The emergency management director is in charge of overseeing all short-term recovery activities. Beaufort County's objectives to be accomplished during short-term recovery can be found in the Beaufort County Recovery Plan, Appendix C. This checklist is to be used to determine that short-term recovery activities have been completed properly.

(8) *Long-term recovery objectives.* The Director of the Environmental Engineering and Land Management is responsible for overseeing all long-term recovery activities. Beaufort County's objectives to be accomplished during long-term recovery can be found in the Beaufort County Recovery Plan, Appendix C. This checklist is to be used to determine that long-term recovery activities have been completed properly.

(9) *Ending recovery operations.* Recovery operations shall continue until the county administrator has notified staff to return to normal operations. Normal operations will not resume until either the Emergency Management Director (for short-term emergency activities) or the Director of Environmental Engineering and Land Management (for long-term recovery activities) has notified the county administrator that recovery activities have been completed.

(Ord. No. 2008/28, § 4, 8-11-2008; Ord. No. 2011/14, 5-9-2011)

Editor's note— Appendix C, herein referred to, has not been set out but is adopted by reference and is on file in the county offices.

Sec. 22-105. - Recovery plan.

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

(1) *Recovery plan content.* The recovery plan addresses policies, implementation actions and designated responsibilities for such subjects as impact assessment (disaster assessment), continuation of government, public information/community relations, human services (short-term), individual assistance, volunteers and donations, debris management, re-entry security, health and human safety, repair and restoration of public infrastructure and buildings, building inspections and permits, rebuilding, construction, repairs, restoration, temporary housing, redevelopment (planning and zoning ordinance enforcement), economic preservation and restoration, mitigation, recovery administration and finance, county employees, mortuary operations, mutual aid protocols, pre-disaster equipment and facilities deployment and such other subjects as may be appropriate to

expeditious and wise recovery.

(2) *Coordination of recovery plan with county and regional plans, FEMA, and other agencies.* The recovery plan identifies relationships of planned recovery actions with those of adjacent communities and state, federal, or mutual aid agencies involved in disaster recovery and reconstruction, including but not limited to the Federal Emergency Management Agency (FEMA), the American Red Cross, the Department of Housing and Urban Development (HUD), the Small Business Administration (SBA), the Environmental Protection Administration (EPA), the Department of Transportation (DOT), the South Carolina Emergency Management Division (SCEMD), the South Carolina Department of Health and Environmental Control (DHEC) and other entities that provide assistance in the event of a major disaster. A draft copy of the plan shall be sent to the South Carolina Emergency Management Division on an annual basis for review in sufficient time for comment prior to action on the recovery plan by the Beaufort County Council.

(3) *Recovery plan implementation.* The director and recovery task force shall be responsible for implementation of the plan both before and after a major disaster, as applicable. Before a declaration of emergency, the director, or his/her authorized representative, shall prepare and submit reports annually, or more frequently as necessary, to fully advise the Beaufort County Council on the progress of preparation or implementation of the recovery policy. After a declaration of emergency in a major disaster, the director shall report to the Beaufort County Council as often as necessary on implementation actions taken in the post-disaster setting, identify policy and procedural issues, and receive direction and authorization to proceed with plan modifications necessitated by specific circumstances.

(4) *Recovery plan training and exercises.* The recovery task force shall organize and conduct periodic training and exercises annually, or more often as necessary, in order to develop, convey, and update the contents of the recovery plan. Such training and exercises will be conducted in coordination with similar training and exercises related to the emergency operations plan.

(5) *Recovery plan consultation with citizens.* The recovery planning committee is comprised of representatives of business, volunteer and community organizations that represent Beaufort County citizens. Other efforts to inform the public about the recovery plan will be coordinated by the public information officer.

(6) *Recovery plan amendments.* During implementation of the recovery plan, the director and the recovery task force shall address key issues, strategies and information bearing on the orderly maintenance and periodic revision of the plan. In preparing modifications to the plan, the recovery task force shall consult with county departments, business, and community organizations and other government entities to obtain information pertinent to possible recovery plan amendments.

(7) *Recovery plan coordination with related plans.* The recovery plan has been prepared and shall be updated to be in coordination with related elements of the comprehensive general plan and emergency operations plan, or such other plans as may be pertinent. Such related plan elements shall be periodically amended to be consistent with key provisions of the recovery plan, and vice versa.

(8) *Recovery plan validation.* The recovery plan shall be validated annually and/or following a disaster event. In order to facilitate an organized and comprehensive review of

the plan, review checklists have been created for each of the recovery functions. The checklists include action items that should be reviewed and completed each year by the agency/department responsible for implementing the recovery function, in conjunction with the support agencies assigned to that recovery function. Once the review checklists have been completed, they should be turned in to the Director of Environmental Engineering and Land Management who will then make a report to county council regarding the status of recovery operations for the year. (Appendix A)

Any changes to be made to the recovery plan, identified either by the annual review or in an after action report, will be made at the discretion of the recovery task force and shall not require county council review and/or action.

(Ord. No. 2008/28, § 5, 8-11-2008; Ord. No. 2011/14, 5-9-2011)

Editor's note— Appendix A, herein referred, has not been set out in this publication but is on file in the county offices.

Sec. 22-106. - General provisions.

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

(1) *Powers and procedures.* Following the disaster declaration and/or determination that a local emergency exists, and while such declaration or determination is in force, the director of the recovery task force (the Director of Environmental Engineering and Land Management) and the deputy director of the recovery task force (the Director of Public Works, in the absence of the director) shall have authority to exercise powers and procedures authorized by this article, subject to extension to the other appointed deputy directors, and/or, modification, or replacement of all or portions of these provisions by separate ordinances adopted by the Beaufort County Council. The Emergency Management Director shall have oversight and control of issuing any curfews (section 22-107), coordinating re-entry procedures (section 22-108), and all other short-term emergency matters.

In the absence of any declaration of emergency by the governor of the State of South Carolina, nothing shall prohibit Beaufort County Council, in its discretion, from exercising any powers necessary to protect the health, safety and welfare of its citizens. If such an emergency exists within Beaufort County, and immediate action is needed, council shall convene to declare an emergency and shall implement the provisions of this article in part or in full force. If the situation is such that council cannot convene, the declaration of local emergency shall be made by the Beaufort County Administrator or his designee. Such a declaration shall be subject to ratification, alteration, modification or repeal, by council, as soon as council can convene. Subsequent actions of council shall not affect the validity of prior actions taken by the county administrator, or his designee.

(2) *Post-disaster recovery operations.* The director of the recovery task force (Director of Environmental Engineering and Land Management) shall have duties in directing and controlling post-disaster recovery and reconstruction operations, including but not limited to the following:

(a) Activate, mobilize and deploy local law enforcement to respond to any situations necessary to promote recovery and redevelopment within Beaufort County;

(b) Activate and deploy damage assessment teams to identify damaged structures and to determine further actions that should be taken regarding such structures;

(c) Activate and deploy hazards evaluation teams to locate and determine the severity of natural or technological hazards that may influence the location, timing, and procedures for repair and rebuilding processes;

(d) Maintain liaison with the Beaufort County Emergency Operations Center and other public and private entities, such as FEMA, the American Red Cross, and the South Carolina Emergency Management Division in providing necessary information on damaged and destroyed buildings or infrastructure, natural and technological hazards, street and utility restoration priorities, temporary housing needs and similar recovery concerns;

(e) Establish "one-stop" field offices located in or near impacted areas where appropriate, staffed by trained personnel from appropriate departments, to provide information about repair and rebuilding procedures, issue repair and reconstruction permits, and provide information and support services on such matters as business resumption, industrial recovery, and temporary and permanent housing;

(f) Activate streamlined procedures to expedite repair and rebuilding of properties damaged or destroyed in the disaster;

(g) Make recommendations regarding moratoriums on buildings, land use regulations and permits, subject to Beaufort County Council ratification, as provided under subsection 22-109(22);

(h) Recommend to the Beaufort County Council and other appropriate entities necessary actions for reconstruction of damaged infrastructure;

(i) Prepare plans and proposals for action by the Beaufort County Council for redevelopment projects, redesign of previously established projects or other appropriate special measures addressing reconstruction of heavily damaged areas;

(j) Formulate proposals for action by the Beaufort County Council to amend the comprehensive general plan, emergency operations plan, and other relevant plans, programs, and regulations in response to new needs generated by the disaster;

(k) Such other recovery and reconstruction activities identified in the Recovery plan or by this article, or as deemed by the director as necessary to promote recovery, public health, safety, and well-being of the citizens of Beaufort County.

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

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

but not limited to the following:

(a) Assign trained personnel to provide information and logistical support to the FEMA Joint Field Office, if needed;

(b) Supply personnel to provide information support for FEMA Disaster Recovery Centers (DRCs), if needed;

(c) Participate in damage assessment surveys conducted in cooperation with FEMA and other entities;

(d) Participate in the development of hazard mitigation strategies with the Interagency Hazard Mitigation Team (when activated) with FEMA and other entities;

(e) Cooperate in the joint establishment with other agencies of one-stop service centers for issuance of repair and reconstruction options and permits, business resumption support, counseling regarding temporary and permanent housing, and other information regarding support services available from various governmental and private entities;

(f) Coordinate within county government the preparation and submission of supporting documentation for Project Worksheets (PWs) to FEMA;

(g) Determine whether damaged structures and units are within floodplains identified on Flood Insurance Rate Maps (FIRMs) and whether substantial damage has occurred;

(h) Implement such other coordination tasks as may be required under the specific circumstances of the disaster.

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

(5) *Consultation with citizens.* Activities undertaken by the recovery task force that require notification of, or are of interest to the Beaufort County citizenry will be presented to the public through the public information officer.

(Ord. No. 2008/28, § 6, 8-11-2008; Ord. No. 2011/14, 5-9-2011)

Sec. 22-107. - Imposition of curfews during times of emergency and recovery.

(1) *Purpose.* Beaufort County Council may impose a curfew during periods of emergency or disaster to protect the health, safety, and welfare of the citizens and property of Beaufort County during an emergency, disaster, or imminent threat thereof. The curfew will be used to protect citizens and property from the potential presence of looters, vandals, thieves and others who would take advantage of the confusion and devastation associated with such an event.

(2) *Institution of curfew.* Upon the declaration of a state of emergency by the Governor, or upon the determination by Beaufort County Council, or its emergency manager or successor, of the existence of an emergency or disaster, county council, may adopt a resolution instituting a curfew when it is determined necessary to protect and safeguard the people and property of Beaufort County. All of the territory of the unincorporated county shall be subject to the terms of the curfew, unless otherwise specified in the resolution. The resolution instituting the curfew shall include the dates and hours that the curfew shall be in effect.

(3) *Enforcement.* The provisions under this section shall be enforced by the Beaufort County Sheriff's Office.

(4) *Prohibition.* It shall be prohibited for any person, other than exempt individuals, to appear in public in the territory subject to the curfew, including, but not limited to, streets, highways, alleys, sidewalks, vacant lots, parks, public buildings or any other public places in all or a delineated part of unincorporated Beaufort County during the stated hours of the curfew. Violators, if convicted, will be subject to any and all penalties allowed for in this article.

(Ord. No. 2008/28, § 7, 8-11-2008)

Sec. 22-108. - Re-entry into areas affected by disasters.

(1) *Purpose.* It may be necessary, following an evacuation, natural or manmade disaster, or otherwise, to restrict entry into portions or all of Beaufort County by the Beaufort County Sheriff's Office. Restricted access shall occur only when absolutely necessary to protect the lives and property of its citizens. In the absence of state and/or federal oversight, Beaufort County recognizes the need to locally restrict access to areas by the general public during times of disaster and post recovery and reconstruction.

(2) *Re-entry procedures.* It is anticipated that re-entry will occur in a tiered manner based on key roles in restoring normal operations after a disaster. It is understood that events may occur within specific areas of the county that will dictate, based on local needs and factors, what personnel will need access into the affected areas. Safety, with regard to public health, travel accessibility and rescue operations will be paramount and of crucial importance in determining access.

> Immediate and unrestricted access will be granted to search and rescue agents, including agents from county and municipal fire-rescue departments, state, local, and federal law enforcement, fire/EMS, National Guard (Military) and emergency response agencies in support of the affected area.

(3) *Re-entry passes.* Beaufort County Sheriff’s Office Emergency Management Division is responsible for the assignment of re-entry passes. Federal, state and local government agencies and law enforcement officials agree to recognize specific identification from critical infrastructure owners and operators, their contractor(s), subcontractors and others as they seek access into a restricted disaster area. Relying parties (e.g. law enforcement) will require constant communications with local emergency operations centers so that proper admittance is granted. Once identity and attributes are authenticated, access is granted at the discretion of the relying parties. Falsification or the forgery of any re-entry or access passes issued in due course by the Emergency Management Division or like state or federal agency shall be considered a violation of this article and shall be punishable in accordance with the applicable provisions of this article.

(4) *Re-entry for citizens and public.* Upon the determination that an affected area is deemed to

be safe, the Emergency Management Division, at its discretion, may allow for re-entry for citizens of Beaufort County, or the general public at large.

(Ord. No. 2008/28, § 8, 8-11-2008)

Sec. 22-109. - Emergency permitting, zoning policy and zoning procedures.

(1) *Goals and purposes.* The goal of the Building Codes and Codes Enforcement in a disaster is to allow rebuilding, repair and reconstruction of damaged structures in an orderly, safe and timely manner. Although speed of reconstruction is critical, the overall quality of the reconstruction process as it relates to federal, state and local building codes is a paramount issue. The purpose of these administrative procedures is to establish an emergency permitting system to be used following a declared disaster to expedite repair, restoration, or rebuilding of safe habitable structures.

(2) *Scope.* The scope of this section includes:

(a) An overview of the emergency permitting process comprised of damage assessment, determination, notification, permitting and inspection.

(b) Description of damage categories and corresponding types of emergency permits, based upon the degree of damage.

(c) Procedures to determine compliance with the county's development standard ordinance.

(d) Procedures describing emergency permitting and inspection requirements.

(e) The purpose and authority of the construction board of adjustments and appeals.

(f) Fee structure and requirements.

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

The provisions of section 22-109 shall be in effect for a period of six months from the date of a local emergency declaration following a major disaster or until termination of a state of local emergency, whichever occurs later, or until these provisions are extended, modified, replaced by new provisions, or terminated, in whole or in part, by action of the Beaufort County Council through separate ordinances.

(4) *Operational procedures.*

(a) The Building Codes and Codes Enforcement will reopen immediately upon proper notice at the current office location, or at an alternate location if the current location is damaged.

(b) Upon re-entry all inspectors and code enforcement staff must contact the county building official, or the deputy county administrator, to receive work assignments and return

to work schedules.

(c) Inspectors will be assigned to areas of the county to monitor construction activity.

(d) Inspectors will issue temporary permits for repair to prevent further damage in accordance with these policies: the international codes, FEMA Substantial Damage Estimation software.

(e) Inspectors will notify owners of need to comply with construction permit requirements and to advise all concerned parties on reconstruction issues in a post-disaster situation.

(f) Damage assessment teams shall be activated. Team will be comprised of one building inspector, one tax appraiser and other professionals, as deemed necessary to assist with structural analysis of severely damaged buildings.

(g) If emergency staffing requirements are beyond current staff capability, staffing will be added through mutual aid agreements with surrounding and/or units of government and volunteer groups with proper qualifications.

(5) *Damage assessment procedures.*

(a) The initial impact assessment (windshield assessment, disaster assessment) is used to determine the extent of the disaster and to determine whether or not outside assistance will be needed. This assessment is coordinated by the Emergency Management Division of the Sheriff's Office and is generally performed within 24 or 48 hours after passage of an event, depending on severity and scope.

(b) The detailed damage assessment follows the initial impact assessment and includes conducting on-site visits by the damage assessment teams for each affected property. This process may take weeks to complete and will culminate in a summary damage estimate in dollars of the total loss to all property in Beaufort County, including: real, personal, agricultural, utility, infrastructure, business, etc. The county building official and the assessor will determine when damage assessment teams will be assembled for conducting detailed damage assessments and make assignments to areas of the county.

(c) Assessment teams are to establish dollar amount assessments of damage to all structures within their area of responsibility.

(d) Each team will have values of structures from the most recent tax records.

(e) Assessment team decisions will be symbolized by the use color-coded assessment cards at each structure.

(f) Cards will address information as to what percent of the structure has sustained damage, and what process the owner will be required to follow to correct the damage to property. Colored card system detail is found below.

(6) *Detailed damage assessment procedures.* The county building official or an authorized representative shall direct damage assessment teams having authority to conduct field surveys of damaged structures and post color-coded placards designating the condition of such structures as follows:

(a) Green card—No restrictions. A green card denotes minor damage to property. Card information will include permission to make these minor repairs without having to obtain a

zoning or building permit. Structures with minor damage can be made habitable in a short period of time with minimal repairs. Damage may include doors, windows, floors, furnaces, air conditioners, water heaters and other repairable damages.

(b) Yellow card—limited entry. A yellow card denotes major damage to the property. Card information will include instructions on how to apply for a zoning and building permit. Owner will not be allowed to occupy the structure, occupancy will be allowed only when structure is classified with a green card with no restrictions. Structures with moderate damage can be made habitable with extensive repairs. This category may include damage to the following portions of a structure: foundation, roof structure, wall sections and any other major components of the property.

(c) Red card—Unsafe. A red card denotes that the property has been destroyed. Card information will include that the structure is unsafe and may not be occupied. Buildings posted with this placard shall not be entered under any circumstances except as authorized in writing by the department that posted the building or by authorized members of damage assessment teams. The individual posting this placard shall note in general terms the type of damage encountered. This placard is not to be considered a demolition order. Structures with major damage are considered destroyed and a total loss, meaning that damage is determined to be of such an extent that repair is not feasible.

Beaufort County Field inspectors will complete the appropriate card and post in a conspicuous location. Inspector must keep a log of all structures posted in this category. Log will include date, time, location and a damage description/justification of designation.

(d) This article and section number, the name of the department, its address, and phone number shall be permanently affixed to each placard.

(e) Once a placard has been attached to a building, it shall not be removed, altered or covered until done so by an authorized representative of Beaufort County or upon written notification from Beaufort County. Failure to comply with this prohibition will be considered a misdemeanor punishable by a $300.00 fine.

(7) *Staff Review Team procedures.*

(a) After an initial damage assessment is completed, the staff development review team (SRT) for development shall convene to determine what areas of the county are impacted and discuss permitting procedures under current emergency conditions.

(b) The SRT will discuss conditions, including the following matters in determining how to proceed: plan review requirements, temporary housing needs, ordinance enforcement, abatement of unsafe or unrepairable structures, emergency repairs and flood damage control regulation enforcement.

(c) The SRT shall make determinations as to what areas within the county are in need of redevelopment, or in the alternative, which areas are eligible for reconstruction. When a determination has been made that an area has been damaged to such an extent that redevelopment is appropriate, the director of planning shall coordinate the process of organizing meetings with the municipalities to determine how the affected areas are to be redeveloped. Redevelopment plans should be based on the most recent comprehensive plan.

(8) *Permitting procedures.*

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

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

(b) During damage assessment, the inspector will leave a colored-coded placard at the site in a conspicuous location. The placard will provide instructions to the owner if a zoning or building permit is required. The color codes are discussed above in subsection 22-107(6).

(9) *Emergency nonconforming permitting procedures.* In an emergency it may be necessary to allow existing nonconforming uses to rebuild. Building owners will only be allowed to rebuild nonconforming uses under these conditions:

(a) Owner has official copy of building plans that include overall size and dimensions of structure.

(b) Owner has recent photographs of the structure that supply construction and appearance detail of the structure.

(c) In addition to meeting the conditions as stated above, building owners are also required to comply with the requirements set forth within subsection 22-109(27) with regard to the rebuilding of nonconforming structures.

(10) *Joint county-municipal permitting.* In a large scale disaster, joint permitting by all governmental permitting bodies would greatly improve effectiveness and speed of post-disaster reconstruction. County staff will pursue implementation of a joint system with all permitting bodies.

(11) *Administrative and clerical staff duties and roles in a disaster.*

(a) Normal daily business routine procedures will be employed unless adjusted by the county building official.

(b) Telephone duty assigned to two staff members for all incoming calls.

(c) Screening of walk-ins by one staff person. The assigned and designated FEMA Coordinator will notify the county building code and code enforcement divisions of substantially damaged buildings requiring building services approval prior to permit release.

(d) All records will be retained.

(e) Combined staffs from these county divisions and departments: buildings, planning and zoning departments (and others if required) will perform needed clerical and related processing as needed.

(12) *Ready information/materials/equipment (for damage assessment teams).*

(a) Digital cameras and additional memory.

(b) Temporary permit forms.

(c) Building damage assessment forms/building tags/noncompliance forms.

(d) Handheld GPS equipment.

(e) Safety Vests

(f) Steele toe boots

(g) Flash lights

(h) Dust face masks

(i) Tablets with collector app loaded

(j) Jet pack for tablets

(k) Alternative power source to charge devices

(13) *Issuing emergency zoning and building permits.* When an emergency is officially declared, the following procedures will be implemented when issuing permits:

No restriction on use or occupancy. No plans are required, no permit is required, and no inspection activity other than damage assessment is required.

Use and occupancy restriction. A plan may be required for repairs or a detailed list of work to be done may be required. Development plan review is not required if there is no change in footprint of the building. Emergency building permit(s) is required. An affidavit stating that the owner or his/her authorized agent shall comply with all county codes will be required. Building inspections are required prior to work beginning and during construction.

Use and occupancy restriction. Flood regulation standards shall be implemented. This standard is based upon Beaufort County Flood Map standards adopted by the County to qualify for FEMA disaster planning and reconstruction funding. Flood mapping in place at the time of the disaster will be the standard for decisions. County building official, or other designated representative, may review decisions, where information is incomplete, and/or in conflict with reality, or in error. General requirements: Plans may be required for repairs. If pre-existing structure is in compliance with zoning, and structure is not located in a flood zone or it is elevated to the proper base flood elevation, there is no change in the use or occupancy and there will be no expansion, plans will not be required. The building must be brought into full compliance with all applicable codes: zoning, building and flood regulations. Development plan review is not required. Building plan review is not required. An emergency building permit is required. An affidavit stating the owner or his/her agent will comply with all county codes is required. Building inspections are required prior to and during construction.

Unsafe. If structure is not demolished, plans are required. A structural engineer report is required. Zoning and development permits are required. A building permit is required.

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

(14) *County permit fees.* The county will continue to collect permit fees. If conditions warrant revision of this policy, recommendations will be presented to county council.

(15) *Contractor licensing.*

(a) The county will heighten monitoring and oversight of licensing requirements during emergencies.

(b) Contractors and subcontractors are likely to respond to construction needs from all parts of the United States.

(c) State contractor licensing requirements will be the same as during normal operations (e.g., only contractors with appropriate credentials will be issued licenses to work in Beaufort County).

(d) No preliminary licensing will be allowed.

(e) High likelihood that Beaufort County, and state contractor licensing authorities, will establish offices in Beaufort County to administer contractor exams, and to manage the paperwork related to the procedure.

(16) *Zoning operations.*

(a) Zoning permits will be required as described above.

(b) A site plan or plat will not be required unless the house was moved from its foundation or it is being expanded.

(c) Field inspectors will judge extent of damage both residential/commercial structures.

(17) *Flood regulations.*

(a) Beaufort County's flood regulations requires that all pre-FIRM buildings (FEMA definition - a building for which construction or substantial improvement occurred on or before December 31, 1974, or before the effective date of an initial Flood Insurance Rate Map (FIRM)) located in the 100-year floodplain be elevated to the required base flood elevation if the building sustains > 50 percent damage of its market value.

(b) Replacement value is determined before improvements are made to the structure.

(c) In cases where there are questions regarding extent of damage or flood zone designation, the inspector shall complete FEMA substantial damage form to make the determination.

(18) *Electrical and gas connections.*

(a) Electrical and gas safety inspection procedures. All buildings with a damaged electric and/or gas meter, damaged electrical service weather head, and/or with water submersion inside of the structure up to the elevation of electrical receptacles, will require an electrical safety inspection prior to electrical service being restored.

(b) Gas lines in buildings that have experienced a fire must be inspected prior to gas service being restored.

(c) Stop work orders (red tags) are to be conspicuously placed near utility meters that are not to be reconnected without prior inspection and release.

(d) Records of structures deemed unsafe for utility reconnection are to be maintained and released to the applicable electrical or gas utility as quickly as possible after the determination is made.

(19) *Mutual aid building inspectors.* Mutual aid building inspectors will assist with performing substantial damage determination inspections, complete applicable forms, input data into FEMA substantial damage determination software, and perform other related duties as assigned.

(20) *Beaufort County Board of Adjustment and Appeals.*

(a) The Beaufort County Board of Appeals will handle disputes directly associated with disaster-related reconstruction and construction.

(b) The board will act on all matters resulting from matters in dispute. Likely areas of deliberation are: decisions related to degree of damage, new codes, floodplain issues, and other matters that may develop.

(c) Additional responsibilities may be assigned to the board to meet needs as they develop.

(d) Decisions will be made by majority vote, minutes and all other meetings requirements will be met as the board functions during disaster, including: open meetings requirements, accessibility requirements and Freedom of Information requirements.

(21) *Applications and forms (to be used by county staff).* Habitable Repair Approval, Unsafe Do Not Enter, Limited Entry - Permit Required for Repairs, Damage Checklist.

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

(a) *Posting.* Notice of the moratorium shall be posted in a public place and shall clearly identify the boundaries of the area in which a moratorium is in effect as well as the exact nature of the development permits or entitlements that are temporarily held in abeyance.

(b) *Duration.* The moratorium shall be in effect from the earliest possible time following a disaster, and shall remain in effect until such time that the Beaufort County Council can

take action to extend, modify, or terminate such moratorium by separate ordinance.

(23) *One-stop center for permit expediting.* The county building official shall oversee establishment of a one-stop center, staffed by representatives of pertinent departments, for the purpose of establishing and implementing streamlined permit processing to expedite repair and reconstruction of buildings, and to provide information support for provision of temporary housing and encouragement of business resumption and industrial recovery. The director shall establish such center and procedures in coordination with other governmental entities that may provide services and support, such as FEMA, SBA, HUD, or the South Carolina Emergency Management Division.

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

(a) *Critical response facilities.* Any police, fire, emergency medical, or emergency communications facility that will aid in the immediate restoration of the area may be permitted in any zone for the duration of the declared emergency;

(b) *Other temporary uses.* Temporary use permits may be issued in any zone, with conditions, as necessary, provided written findings are made establishing a factual basis that the proposed temporary use:

1. Will not have a long-term detrimental impact on the immediate neighborhood;

2. Will not adversely affect the comprehensive plan; and

3. Will contribute in a positive fashion to the reconstruction and recovery of areas adversely impacted by the disaster.

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

(c) *Single-family residence repair or replacement.* A temporary use permit shall also be granted subject to the provisions of subsection 22-111(4) to allow the property owner of a single-family residence that has been deemed as having "no restrictions on use or occupancy" pursuant to subsection 22-109(13) to live on his or her property until such time as the damaged house can be repaired or rebuilt. This temporary housing permit shall be good for one year and may be renewed each year for a maximum of five years.

(d) *No grandfathered or nonconforming status acquired.* No use initiated pursuant to the provisions of this section may claim grandfathered or nonconforming use status. Any use initiated under this section must terminate after five years, if not before.

(25) *Temporary repair permits.* Following a disaster, temporary emergency repairs to secure structures and property damaged in the disaster against further damage or to protect adjoining structures or property may be made without fee or permit where such repairs are not already exempt under other chapters of the Code of Ordinances. The building official must be notified of

such repairs within ten working days, and regular permits with fees may then be required.

(26) *Deferral of fees for reconstruction permits.* Except for temporary repairs issued under provisions of this chapter, all other repairs, restoration, and reconstruction of buildings damaged or destroyed in the disaster shall be approved through permit under the provisions of other chapters of this Code. Fees for such repair and reconstruction permits may be deferred until issuance of certificates of occupancy.

(27) *Nonconforming buildings and uses.* Buildings damaged or destroyed in the disaster that are legally nonconforming as to use, yards, height, number of stories, lot area, floor area, residential density, parking, or other provisions of the zoning and development standards may be repaired and reconstructed in-kind, provided that:

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

(b) The cost of repair is less than 50 percent of the replacement cost of the building;

(c) All structural, plumbing, electrical and related requirements of the International Building Code are met at current standards;

(d) Any local, state or federal natural hazard mitigation requirements are met;

(e) Reestablishment of the use or building is in conformance with the National Flood Insurance Program requirements and procedures;

(f) The building is reconstructed to the same configuration, floor area, height, and occupancy as the original building or structure, except where this conflicts with National Flood Insurance Program (NFIP) provisions;

(g) No portion of the building or structure encroaches into an area planned for widening or extension of existing or future streets as determined by the comprehensive general plan or applicable specific plan; and

(h) Repair or reconstruction shall commence within two years of the date of the declaration of local emergency in a major disaster and shall be completed within two years of the date on which permits are issued.

(i) In addition to the provisions contained herein, building owners are also required to comply with the provisions of subsection 22-109(9) with regard to the rebuilding of nonconforming structures.

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

(Ord. No. 2008/28, § 9, 8-11-2008; Ord. No. 2011/14, 5-9-2011)

Sec. 22-110. - Demolition of damaged buildings.

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

(1) *Condemnation and demolition.* In dealing with historic buildings, the building official shall notify the state historic preservation officer within 60 days after the disaster, that one of the following actions will be taken with respect to any historic building or structure determined by the building official to represent an imminent hazard to public health and safety or to pose an imminent threat to the public right-of-way:

(a) Where possible, within reasonable limits as determined by the building official, the building or structure shall be braced or shored in such a manner as to mitigate the hazard to public health and safety or the hazard to the public right-of-way;

(b) Whenever bracing or shoring is determined not to be reasonable, the building official shall cause the building or structure to be condemned and immediately demolished. Such condemnation and demolition shall be performed in the interest of public health and safety without a condemnation hearing as otherwise required by the building code. Prior to commencing demolition, the building official shall photographically record the entire building or structure.

(2) *Notice of condemnation.* If, after the specified time frame noted in subsection 22-108(1) of this chapter and less than 30 days after the disaster, a historic building or structure is determined by the building official to represent a hazard to the health and safety of the public or to pose a threat to the public right-of-way, the building official shall duly notify the building owner of the intent to proceed with a condemnation hearing within 30 business days of the notice in accordance with the building code; the building official shall also notify FEMA, in accordance with the National Historic Preservation Act of 1966, as amended, of the intent to hold a condemnation hearing.

(3) *Request to FEMA for approval to demolish.* Within 30 days after the disaster, for any historic building or structure which the building official and the owner have agreed to demolish, the building official shall submit to FEMA, in accordance with the National Historic Preservation Act of 1966, as amended, a request for approval to demolish. Such request shall include all substantiating data.

(4) *Historic building demolition review.* If, after 30 days from the event, the building official and the owner of a historic building or structure agree that the building or structure should be demolished, such action will be subject to the review process established by the National Historic Preservation Act of 1966, as amended.

(Ord. No. 2008/28, § 10, 8-11-2008)

Sec. 22-111. - Temporary housing.

(1) *Purpose.* It is understood that FEMA will be responsible for all temporary housing activities following a disaster; however, it is in Beaufort County's best interest to have a plan in place for guiding where temporary housing is located, the types of temporary housing brought in and how long the housing is allowed to stay on-site.

(2) *Pre-disaster site planning.* Each year, as part of the recovery plan update process, the Building Codes Director will be responsible for overseeing a planning process to determine the best sites for the placement of potential temporary housing units. The county will focus on using county-owned property and perhaps existing mobile home parks for locating temporary housing developments. This site identification will take place on an annual basis. This process will be coordinated with the affordable housing, planning, zoning, building codes, GIS and other departments as deemed necessary. The results of this annual planning process will be compiled

in a selection report and presented to county council by the county administrator.

(3) *Post-disaster policies and procedures.* Upon declaration of an emergency, the county administrator shall assign staff to work with FEMA, HUD, the South Carolina Emergency Management Division, and other appropriate governmental and private entities to identify special programs by which provisions can be made for temporary or permanent replacement housing that will help avoid undue displacement of people and businesses. Such programs may include deployment of manufactured housing and manufactured housing developments under the temporary use permit procedures provided in subsection 22-107 of this article and available section 22-108 and community development block grant funds to offset repair and replacement housing costs, and other initiatives appropriate to the conditions found after a major disaster.

(4) *Other.* The county will issue temporary use permits to residents which will allow for the placement of one temporary housing unit on property owned by them in the event that the property owner's house has been damaged but has been deemed as "having no restriction on use or occupancy" as set forth in subsection 22-109(13) above. This will allow the property owner and his or her family to live on-site until such time that the damaged house can be repaired or rebuilt. This temporary housing unit shall only be occupied by the property owner and his or her family.

(Ord. No. 2008/28, § 11, 8-11-2008; Ord. No. 2011/14, 5-9-2011)

Sec. 22-112. - Hazard mitigation program.

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

(1) *Hazard mitigation plan.* Beaufort County has adopted by resolution a hazard mitigation plan for the purpose of enhancing long-term safety against future disasters. The hazard mitigation plan identifies and maps the presence, location, extent, and severity of natural hazards, such as:

(a) Flooding;

(b) Dam failure;

(c) Drought;

(d) Wind: thunderstorms and tornadoes;

(e) Earthquakes;

(f) Fire;

(h) Tsunamis;

(i) Hazardous materials.

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

decisions will incorporate considerations of natural hazards.

(2) *Short-term action program.* A short-term hazard mitigation program is included in the recovery plan. It is comprised of hazard mitigation program elements of highest priority for action, including preparation and adoption of separate ordinances dealing with specific hazard mitigation and abatement measures, as necessary. Such ordinances may require special site planning, land use, and development restrictions or structural measures in areas affected by flooding, urban/wild land fire, wind, seismic, or other natural hazards, or remediation of known technological hazards, such as toxic contamination.

(3) *Post-disaster actions.* Following a major disaster, the director shall participate in developing a mitigation strategy as part of the interagency hazard mitigation team with FEMA and other entities, as called for in Section 409 of the Stafford Act and related federal regulations. As appropriate, the director may recommend to the Beaufort County Council that Beaufort County participate in the state's hazard mitigation grant program, authorized in Section 404 of the Stafford Act, in order to partially offset costs of recommended hazard mitigation measures.

(4) *New information.* As new information is obtained regarding the presence, location, extent, and severity of natural or technological hazards, or regarding new mitigation techniques, such information shall be made available to the public, and shall be incorporated as soon as practicably possible within the comprehensive plan and the recovery plan through amendment.

(Ord. No. 2008/28, § 12, 8-11-2008)

Sec. 22-113. - Protection of critical county public records policies and procedures.

(1) *Purpose.* Effective and productive management of county business requires that critical public records be protected and stored for reuse as normalcy is reestablished within the county.

(2) *Identification of critical records.*

(a) County staff will conduct meetings with appropriate county departments to access the volume and types of material.

(b) Recommendation report will be made and presented to the county administrator.

(3) *Adoption of safe storage policy.*

(a) County staff will make recommendations as to appropriate protection and storage procedures.

(b) Recommendation report will be made and presented to the county administrator.

(Ord. No. 2008/28, § 13, 8-11-2008)

Sec. 22-114. - Disaster emergency refuse collection and disposal policies and procedures.

(1) *Objectives.*

(a) Timely and effective refuse removal and disposal are critical factors in enabling quicker cleanup and rebuilding.

(b) Refuse removal and disposal are also health and safety issues.

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

(3) *Identification of areas suitable for refuse, reduction and disposal.*

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

(Ord. No. 2008/28, § 14, 8-11-2008)

Sec. 22-115. - Recovery and reconstruction strategy.

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

(1) *Functions.* To be known as the recovery strategy, the proposed strategic program shall identify and prioritize major actions contemplated or under way regarding such essential functions as business resumption, economic reinvestment, industrial recovery, housing replacement, infrastructure restoration, and potential sources of financing to support these functions.

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

(Ord. No. 2008/28, § 15, 8-11-2008; Ord. No. 2011/14, 5-9-2011)

Sec. 22-116. - Penalties for offenses.

Any person, firm, company or corporation who fails to comply with this article, or the emergency measures made effective pursuant to this article, is guilty of a misdemeanor of the second degree, and upon conviction for such offense, may be punished by a fine not to exceed $500.00 or by imprisonment not to exceed 60 days in the Beaufort County Jail, or both, in the discretion of the court hearing the case. Each day of continued noncompliance or violation will constitute a

separate offense.

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

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

(Ord. No. 2008/28, § 16, 8-11-2008)

Sec. 22-117. - Severability.

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

(Ord. No. 2008/28, § 17, 8-11-2008)

Section: 16
Appendix D –Recovery Agreements

Memorandum of Understanding · Regarding Mutual Aid Assistance and the Adoption and Use of Impact Assessment Software by Beaufort County and these Municipalities: The Town of Hilton Head Island, The Town of Bluffton, The Town of Port Royal, and The City of Beaufort, August 2010.

COUNTY COUNCIL OF BEAUFORT COUNTY
SOUTH CAROLINA

Post Office Drawer 1228, Beaufort, SC 29901-1228

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

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

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

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

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

1. Adoption of a common impact assessment process that is user friendly that will speed-up and improve the quality of this important activity.

2. Adoption of a common impact assessment process will enable each signatory to assist the other signatories as conditions demand.

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

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

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

It is hereby agreed that Town of Hilton Head Island hereby confers use of said software to all signatories to this agreement; while accepting no responsibly for issues arising by use of the software.

Whereas, both Beaufort County and the Town of Hilton Head Island have developed and utilized software for this purpose, with this agreement the County agrees to use that software developed by the Town of Hilton Head Island. The Town of Hilton Head Island In making the software available to the signatories to this agreement is not warranting that it will satisfactorily meet the needs of each. There are no implied

guarantees of effectiveness and appropriateness for other users: however both the County of Beaufort and the Town of Hilton Head Island do hereby agree to afford use of said software by all municipalities within Beaufort County.

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

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

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

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

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

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

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

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

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

1. Each signee agrees to assist other signees to achieve effective local impact assessments by providing staff assistance in a disaster, limited by having staff capacity to do so and by the necessity to attend to local needs prior to meeting needs of other signees.

2. All signees agree to participate in training related to the adoption and updating of the said software.

Section: 17

Appendix E – National Disaster Recovery Framework

A. The National Disaster Recovery Framework

Background

On February 5, 2010 the *Draft National Disaster Recovery Framework* was announced and circulated to the Disaster Recovery Community for comment.

The adopted National Disaster Recovery Framework was published September, 2011. A *Draft- National Disaster Recovery Framework Interagency Operational Plan* was published for comment in January of 2012.

The *National Disaster Recovery Framework* (NDRF) is a conceptual guide designed to ensure coordination and recovery planning at all levels of government before a disaster, and defines how we will work together, following a disaster, to best meet the needs of states, local and tribal governments and communities and individuals in their recoveries. For the first time, the framework establishes coordination structures, defines leadership roles and responsibilities, and guides coordination and recovery planning at all levels of government before a disaster happens. It involves better utilization of existing resources.

Recovery Support Functions

The National Disaster Recovery Framework introduces six recovery support functions that are led by designated federal coordinating agencies. The Recovery Support Functions (RSFs) comprise the coordinating structure for key functional areas of assistance. Their purpose is to support local governments by facilitating problem solving, improving access to resources and fostering coordination among state and federal agencies, nongovernmental partners and stakeholders. The Recovery Support Functions and designated federal coordinating agencies are:

RSF 1 - Community Planning and Capacity Building:	Federal Emergency Management Agency
RSF 2 – Economic (Economics):	U.S. Department of Commerce
RSF 3 - Health and Social Services:	U.S. Department of Health and Human Services
RSF 4 - Housing:	U.S. Department of Housing and Urban Development
RSF 5 - Infrastructure Systems:	U.S. Army Corps of Engineers
RSF 6 - Natural and Cultural Resources	U.S. Department of Interior

Recovery Framework Purpose: Leading Recovery

The framework identifies and recommends key recovery positions designed to allow for more concentrated focus on community recovery. These positions include a Federal Disaster Recovery Coordinator (when warranted in large-scale or catastrophic disasters), State/Tribal Disaster Recovery Coordinators and Local Disaster Recovery Managers.

Addressing the Needs of the Whole Community

The framework incorporates whole community values, with emphasis on core principles, such as individual and family empowerment and partnership and inclusiveness. The National Disaster Recovery Framework outlines how important state, local and tribal leadership and participation of community members in decision-making and coordinated engagement of a wide array of supporting organizations is critical for successful recovery.

Recovery Stakeholder Review and Comment

The framework was developed in partnership, and through extensive outreach, with Federal, state, local and tribal governments, private and non-profit partners who have a stake in immediate and ongoing recovery following a disaster. Outreach sessions that began in fall 2009 resulted in thousands of comments and recommendations from more than 600 stakeholders representing Federal, Tribal, state and local governments, public and private organizations, including communities recovering from disasters. This feedback informed the development of the draft National Disaster Recovery Framework. (Beaufort County Disaster Recovery participated in this process and submitted comments based upon our Recovery Plan).

In January 2010, the draft National Disaster Recovery Framework was published in the Federal Register for public comment. FEMA reviewed the more than 2,000 comments to further refine the final version of the National Disaster Recovery Framework.

Recovery Framework Summary

This framework, which helps to better define how we, as a Nation, will approach recovery, is not a finish line, but just one part of our ongoing mission to better meet the needs of disaster survivors. We will continue to work with all of our stakeholders on ways to improve our programs, and better partner with the entire team, in our common goal to support communities as they recover.

FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

Mission and Expected Outcomes

The Recovery Support Functions (RSFs) comprise the *National Disaster Recovery Framework's (NDRF's)* coordinating structure for key functional areas of assistance. Their purpose is to support local governments by facilitating problem solving, improving access to resources and by fostering coordination among State and Federal agencies, nongovernmental partners and stakeholders.

The Recovery Support Functions created within the National Disaster Recovery Framework bring together the core recovery capabilities of Federal departments and agencies and other supporting organizations — including those not active in emergency response — to focus on community recovery needs. The Recovery Support Functions are organized into six manageable components and through the Recovery Support Functions, relevant stakeholders and experts are brought together during steady-state planning and when activated post-disaster to identify and resolve recovery challenges. Recovery Support Functions and stakeholders organize and request assistance and/or contribute resources and solutions. Together, these Recovery Support Functions help facilitate local stakeholder participation and promote intergovernmental and public-private partnerships.

The objective of the Recovery Support Functions is to facilitate the identification, coordination and delivery of Federal assistance needed to supplement recovery resources and efforts by local, State, Tribal and Territorial governments, as well as private and nonprofit sectors. An additional objective is to encourage and complement investments and contributions by the business community, individuals and voluntary, faith-based and community organizations. These Recovery Support Functions activities assist communities with accelerating the process of recovery, redevelopment and revitalization.

B. Recovery Support Functions (RSFs): (1-6)

- Missions
- Coordinating Agency
- Primary Agencies
- Supporting Agencies

RSF 1 – Community Planning and Capacity Building

Mission:
The Community Planning and Capacity Building (CPCB) RSF coordinates support (technical, financial, capacity) and helps build the recovery capacities and community planning resources of state, tribal, territorial, and local governments before and after disaster events.

This support function focuses on enhancing governmental capacities to effectively plan for, manage, and implement disaster recovery activities in large, unique or catastrophic disasters.

Coordinating Agency: DHS/Federal Emergency Management Agency
FEMA brings to CPCB its Post Disaster Recovery Planning Assistance Program

Primary Agencies:
Department of Homeland Security/Federal Emergency Management Agency
Department of Housing and Urban Development

Supporting Agencies:
Corp for National and Community Service o Department of Transportation
Department of Homeland Security
Department of Commerce
Department of Defense
Department of the Treasury
Department of Agriculture
Department of Labor
Department of Energy
Department of the Interior
Department of Justice
Department of Health and Human Services
Environmental Protection Agency
Small Business Administration

Core Capabilities
 Need, issue and resource identification, communication and information sharing among partners interested in community recovery organization, planning, leadership, management, and capacity building.
 Assessment and analysis of local jurisdictions and communities that will be challenged with recovery organization, planning and management.
 Contributes actions and support strategies for the FDRCs preparation of disaster-wide action plans and the Recovery Support Strategy.
 Coordination and leveraging of CPCB related recovery resources to aid States in supporting needs of its communities.
 Builds on the FEMA *Post Disaster Recovery Planning Assistance Program (formerly LTCR planning)* using other federal, state, non-governmental, professional organizations to aid communities.
 Implementation support and monitor progress.

RSF 2 – Economics (Economy)

Mission:
The Economic RSF integrates the expertise of the Federal government to help local, state, and tribal governments and the private sector sustain and/or rebuild businesses and employment, and develop economic opportunities that result in sustainable and economically resilient communities, after significant natural and man-made disasters.

Coordinating Agency: Department of Commerce
 Primary Federal Agencies:
Department of Homeland Security/Federal Emergency Management Agency

Department of Labor
Department of the Treasury
US Department of Agriculture
Small Business Administration

 Supporting Agencies/Organizations:
Department of Health and Human Services
Environmental Protection Agency
Department of Interior
Corporation for National Community Service

Core Capabilities

 Communication and information sharing
 Economic recovery impact assessment/analysis
 Development of an Economic Recovery Action Plan
 Coordinating and leveraging recovery assistance resources to implement the Economic Recovery Action Plan
 Implementation support and progress monitoring

RSF 3 – Health and Social services

Mission:

The Health and Social Services RSF mission is for the Federal Government to assist locally-led recovery efforts in the restoration of the public health, health care, and social services networks to promote the resilience, health and well-being of affected individuals and communities.

Coordinating Agency: Department of Health and Human Services
Corporation for National and Community Service
Department of Homeland Security

 Supporting Agencies:
Department of Transportation
Small Business Administration
Federal Emergency Management Agency
National Protection Programs Directorate
Office for Civil Rights and Civil Liberties
U.S. Department of Agriculture
Department of Veterans Affairs
American Red Cross
Department of Interior
Department of Justice
Department of Labor
Department of Education
National Voluntary Organizations Active in Disaster
Environmental Protection Agency

Core Capabilities

Ability to restore and improve health and social services networks to promote the resilience, health (including public health, behavioral health, and medical services), independence, and well being of the whole community.
 Leverages existing resources and programs.
 Establishes a Federal focal point for coordinating Federal recovery efforts specifically for health and social services needs.

RSF – 4 Housing

Mission:

Address pre and post-disaster housing issues and coordinate and facilitate the delivery of Federal resources and activities to assist local, State and Tribal governments in the rehabilitation and reconstruction of destroyed and damaged housing, whenever feasible, and development of other new accessible, permanent housing options.

 Coordinating Agency: US Department of Housing and Urban Development
 Primary Agencies:
US Department of Housing and Urban Development
DHS: Federal Emergency Management Agency
Department of Justice
US Department of Agriculture

 Supporting Agencies:
Department of Commerce
Department of Energy
Department of Health and Human
Department of Veterans Affairs
Environmental Protection Agency
American Red Cross
Small Business Administration
US Access Board
Corporation for National and Community Service
National Voluntary Organizations Active in Disaster

RSF – 5 The Infrastructure Systems Recovery Support Function

Mission:
The Infrastructure Systems Recovery Support Function (IS RSF) integrates the capabilities of the federal government to support Tribal, State, and Local governments and other public and private infrastructure owners and operators to expedite to long–term infrastructure recovery.

Core Capabilities:
 Ability to restore and improve health and social services networks to promote the resilience, health (including public health, behavioral health, and medical services), independence, and well being of the whole community.
 Leverages existing resources and programs
 Establishes a Federal focal point for coordinating Federal recovery efforts specifically for health and social services needs
 Communication and Information Sharing
 Recovery Needs Assessment and Analysis
 Development of an *Infrastructure Systems Recovery Action Plan (IS-RAP)*
 Coordinating and Leveraging Recovery Assistance Resources to Implement the *IS-RAP*
 Implementation support and monitor progress
Coordinating Agency: U.S Army Corps of Engineers
 Primary Agencies:
U.S Army Corps of Engineers
Department of Homeland Security/Federal Emergency Management Agency and
National Protection Programs Directorate
Department of Energy

 Supporting Agencies:
Department of Commerce
Department of Interior
General Services Administration
Department of Health and Humans Services
Department of Education Department
Department of the Treasury
Environmental Protection Agency

Federal Communications Commission
Housing and Urban Development
Nuclear Regulatory Commission
US Department of Agriculture
Tennessee Valley Authority

ESF 6 – Natural and Cultural Resources

Mission:
Integrate Federal assets and capabilities to help State and Tribal governments and communities address long-term environmental and cultural resource recovery needs after large-scale and catastrophic incidents.

Function:
The core recovery capability for this RSF is the ability to protect natural and cultural resources and historic properties through appropriate actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and in compliance with appropriate laws.

Coordinating Agency: US Department of Interior
 Primary Agencies:
US Department of Interior
DHS: Federal Emergency Management Agency
Environmental Protection Agency

 Supporting Agencies:
US Department of Agriculture
US Army Corps of Engineers
Department of Commerce
Advisory Council on Historic Preservation
Institute of Museums and Library Services
Library of Congress
National Endowment for the Arts
Corporation for National and Community Service
Council on Environmental Quality
National Endowment for the Humanities
Heritage Preservation
Source: National Disaster Recovery Framework, September, 2011

C. The National Disaster Recovery Framework and the National Response Framework.

The NRDF Replaces ESF 14 - Long-Term Recovery.
NDRF aligns with the *National Response Framework (NRF)*. The NRF primarily addresses actions during disaster response. Like the NRF, *the NDRF seeks to establish an operational structure and to develop a common planning framework*.

Key ESF #14 concepts are expanded in the NDRF and include recovery-specific leadership, organizational structure, planning guidance and other components needed to coordinate continuing recovery support to individuals, businesses and communities.

Fundamentally, the NDRF is a construct to optimally engage existing Federal resources and authorities, and to incorporate the full capabilities of all sectors in support of community recovery. The effective implementation of the NDRF, whether or not in the context of a *Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)* declaration, requires strong coordination across all levels of government, NGOs and the private sector. It also requires an effective, accessible public information effort so that all stakeholders understand the scope and the realities of recovery. The NDRF provides guidance to assure that recovery activities respect the civil rights and civil

liberties of all populations and do not result in discrimination on account of race, color, national origin (including limited English proficiency), religion, sex, age or disability. Understanding legal obligations and sharing best practices when planning and implementing recovery strategies to avoid excluding groups on these bases is critical.

The NDRF is a guide to promote effective recovery. It is a concept of operations and not intended to impose new, additional or unfunded net resource requirements on Federal agencies. As responsibilities, capabilities, policies and resources expand or change, the NDRF will be revised as needed to ensure that it continues to provide a common and adaptable approach to disaster recovery.

Section: 18

Appendix F: National Disaster Recovery Framework Interagency Operational Plan, March 2012.

This document can be found at this web location:
http://www.fema.gov/pdf/recoveryframework/ndrf.pdf

Section: 19
Appendix G – Beaufort County Disaster Recovery Operations Policy Plan, 2016-2017

BEAUFORT COUNTY DISASTER RECOVERY OPERATIONS POLICY PLAN, 2016-2017

Beaufort County, South Carolina

Beaufort County Council
Beaufort County Recovery Task Force

D. Paul Sommerville, Chairman, Beaufort County Council

Gary Kubic, Chairman, Beaufort County Recovery Task Force

Eric Larson, Beaufort County Recovery Task Force Director

David Wilhelm, Recovery Task Force Director Vice-Chair

Pamela Cobb, Recovery Coordinator, Recovery Task Force Disaster Recovery Planner

Submitted by: Pamela Cobb, Disaster Recovery Coordinator/Disaster Recovery Planner, Beaufort County, South Carolina. Contact information: 843-255-2721, pcobb@bcgov.net.

BEAUFORT COUNTY DISASTER RECOVERY OPERATIONS PLAN, 2016-2017

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7. Recovery: Planning and Preparation Framework
8. Recovery Communications Policy and Procedures
9. Recovery Financing and Technical Assistance for Businesses

BEAUFORT COUNTY DISASTER RECOVERY OPERATIONS PLAN, 2016 - 2017

I. INTRODUCTION

A. In recovering from a disaster, the local government may have the capability of managing the recovery locally. However, in the instances of major hazards such as hurricanes, widespread flooding, wildfires, or terrorism local governments are dependent upon federal and state government support to augment local resources during recovery.

B. Disaster recovery operations highlight the importance of the recovery period and the need to anticipate the demands that recovery will probably create. Public officials must be prepared to lead the community to recovery (victims and their families, emergency workers and volunteers), restore utilities, remove debris, repair roads, and program future development without losing sight of the less visible damage caused by emergencies and disasters. This section of the Disaster Recovery Plan outlines the recovery process. It will outline the procedures for assessing the need for, applying, and administering federal and state disaster assistance programs.

II. PURPOSE

A. The Beaufort County Disaster Recovery Plan establishes recovery policies and Recovery Functions (RFs) that detail pre-event responsibilities and recovery actions. It is designed to be used following any disaster with a catastrophic outcome.

C. The purpose of recovery planning is to anticipate what will be needed to restore the community to full functioning as rapidly as possible through pre-event planning and cooperation between citizens, businesses and government.

D. Successful community recovery from disaster will only occur if everyone in the community understands the process, and how they fit in. Individuals, agencies, organizations and businesses must understand their responsibilities and must coordinate their work efforts with the County's recovery leadership. This recovery plan and its associated Recovery Functions (RFs) are intended to guide the County's long-term recovery efforts.

III. POLICY

It is the policy of Beaufort County Government:

A. To establish overall direction, control and/or coordination through the Beaufort County Recovery Task Force. The Recovery Task Force is the county *Recovery Management Organization*.

B. To utilize the National Disaster Recovery Framework (NDRF) to plan, organize and implement Beaufort County disaster recovery, should the need arise.

C. To utilize *Presidential Policy Directive/PPD-8s* Draft – National Disaster Recovery Framework Interagency Operational Plan, as a guide to execution of the National Disaster Recovery Framework.

D. To utilize the National Incident Management System (NIMS) as the organizational basis for recovery to any emergency.

E. To manage recovery support operations within the County by coordinating resources available from county and municipal governments, private industry, civic and volunteer organizations, and when needed, state and federal agencies.

F. To guide Beaufort County's long-term recovery efforts by utilizing the Beaufort County Recovery Plan and its Recovery Functions (RFs).

IV. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Beaufort County may experience a major emergency or disaster such as a hurricane, major flooding, tornado, or earthquake that would have catastrophic effects. Man-made hazards such as terrorism or a hazardous materials spill could also have disastrous consequences.

2. A catastrophic emergency or disaster will overwhelm local capabilities inhibiting prompt and effective relief and recovery measures. Transportation infrastructure may be damaged and local transportation services may be disrupted. Commercial and governmental telecommunications facilities may be damaged, impairing communication among governmental agencies.

3. Homes, public buildings, critical facilities and equipment may be severely damaged or destroyed. Debris may make streets and highways impassable. Public utilities may be damaged and rendered partially or fully inoperable.

4. Thousands of disaster victims may be forced from their homes, and large numbers of deaths and injuries could occur. Resources such as fuel, potable water, food, large equipment, generators, as well as shelter space may be depleted.

5. The county may be required to provide limited life sustaining relief supplies.

6. Beaufort County Government has a disaster response and recovery debris management services contract in place with private companies to provide debris services and logistical support as requested.

B. ASSUMPTIONS

1. Preparations to implement this plan will begin as soon as feasible, and in cases when there is sufficient warning, prior to the event. This preparation will allow recovery functions to be implemented quickly and efficiently.

2. Damage to the county and surrounding areas will be extensive, overwhelming all local resources and assets. Resources will not be available within a reasonable amount of time; normal retail supply routes will be interrupted.

3. Damage will not only affect public safety but also the local economy, social infrastructure and the environment.

V. MANAGING LONG-TERM RECOVERY OPERATIONS

1. Recovery activities are operational in nature and begin while response operation activities are still underway. For most events these activities will begin in the Emergency Operations Center (EOC) as staff work to assemble data on the extent of damages.

2. As the emergency response phase stabilizes, the Recovery Management staff will begin the coordination of disaster recovery activities and the Recovery - EOC Manager will recommend the activation of the Beaufort County Recovery Task Force (The Beaufort County Recovery Management Group.)

A. OBJECTIVES

1. To provide for the effective direction, control, and coordination of recovery operations by standardizing the principals and methods of recovery response in Beaufort County.

2. To anticipate what will be needed to restore the community to full functioning as rapidly as possible.
3. To maximize effective recovery by facilitating and improving the flow of information and coordination within and between the local municipalities, state and the federal government.

4. To provide effective mobilization, deployment, utilization, tracking and demobilization of recovery resources.

B. ORGANIZATION AND ASSIGNMENT OF RESPONSABILITIES

Recovery Task Force

a. The Beaufort County Recovery Management organization is comprised of all departments, agencies, and organizations that have Recovery Function (RF) responsibilities, or have staff who may be assigned to Recovery.

b. The EOC organizational chart for Recovery Management Operations reflects the structure of the Beaufort County EOC network and indicates the sections and RFs that support recovery operations. This structure is in compliance with NIMS guidelines and principals.

Assignment of Responsibilities

i. Beaufort County Recovery Task Force

The Beaufort County Recovery Task Force will develop policy and strategy; disseminate policy guidance and direction, review recovery plans and procedures, and advise on recovery resolutions and/or ordinances.

ii. Emergency Operations Center (EOC) Recovery Manager.

The Beaufort County Disaster Recovery Director is The EOC Recovery Manager. The EOC Recovery Manager implements policy directives, and has overall management responsibility for recovery activities. The EOC Recovery Manager ensures that the appropriate Recovery Functions (RFs) are identified and activated, that appropriate tasks are identified and prioritized, and that resources are applied within this priority framework.

iii. EOC-Recovery Administration Manager

The Beaufort County Disaster Recovery Coordinator is the EOC-Recovery Administration Manager. The EOC-Recovery Administration Manager supports the EOC Recovery Manager by overseeing and managing coordination of EOC staff, RF staff to facilitate completion of recovery actions authorized by the Recovery Task Force and undertaken by the Recovery-EOC.

iv. Emergency Management Division (EMD) Staff

The EMD Staff will support the (EOC) Recovery Manager in the management of the EOC and recovery activities. EMD Staff will be responsible for managing and coordinating all communication and requests for resources from the South Carolina Emergency Management Division (SCEMD) and the Federal Emergency Management Agency (FEMA), in addition to any other assigned recovery duties.

v. Public Information Officer (PIO)

The PIO is responsible for preparing and releasing information about the County's recovery activities to the news media, affected community citizens, recovery personnel and other agencies and organizations. The PIO serves as the central point for distributing public information.

vi. Recovery Operations Section

The Recovery Operations Section is responsible for all tactical command and coordination of recovery response assets. This section is responsible for implementing assignments designed to assist those affected by the disaster or emergency; and to repair, replace or restore damaged facilities. Activities carried out will be based upon tactical objectives drafted by the Recovery - EOC Manager to achieve strategic goals. The Recovery Operations Section will be staffed by EMD Operations Staff. The County Recovery Coordinator is an Ex-Officio member of the section.

vii. Recovery Planning Section

The Recovery Planning Section collects, evaluates, disseminates, and documents information about the disaster impacts and the status of resources, compiles damage/impact assessments and develops the *Recovery Incident Action Plan (RIAP).* Recovery planning efforts will focus on activities that restore the community's economic base and reducing its future disaster potential. The purpose of these activities is to get the community back to a stable, functioning and dynamic state; and to coordinate with state and federal officials in complying with post-disaster hazard mitigation planning requirements. The Recovery Planning Section will be staffed by EMD Planning Staff. The County Recovery Coordinator is an Ex-Officio member of the section.

viii. Recovery Logistics Section

The Recovery Logistics Section is responsible for providing all support needs to recovery incident sites, and will order all resources and provide facilities, supplies, and services. This includes services, materials and facilities that sustain the disaster victim to a defined level of care as well as maintain emergency response and recovery requirements. The Recovery Logistics Section is staffed by EMD Logistics staff. The County Recovery Coordinator is an Ex-Officio member of the section.

ix. Recovery Finance and Administration Section

The Recovery Finance and Administration Section is responsible for monetary, financial, and related administrative functions. This section will assure that accurate records are kept of personnel and equipment costs incurred by the County or mutual aid forces in response to or recovery from the disaster incident. It is also responsible for overseeing the County's effort in applying for, receiving, and documenting federal disaster recovery assistance. Legal aid support and matters pertaining to vendor contracts and injury claims will be handled by this section. The extent to which this section is activated will vary by disaster setting. The Recovery Finance and Administration Section is lead and staffed by EMD Finance and/or Administrative staff, and also staffed by County Finance Department Staff, County Attorney staff, County Purchasing Department Staff, County Risk Management Staff and any other required County staff. The County Recovery Coordinator is an Ex-Officio member of the section.

C. CONCEPT OF OPERATIONS

1. General Concepts

a. Successful community recovery from disaster will only occur if everyone in the community understands the process, and how they fit in. Individuals, agencies, organizations and businesses must understand their responsibilities and must coordinate their work efforts with the County's recovery leadership.

b. The Beaufort County Recovery Plan and its associated Recovery Functions (RFs) are intended to guide Beaufort County's long-term recovery efforts.

2. Recovery Phases

a. The County's response to disaster impacts will follow a "phased approach" that includes two general phases: short-term and long-term.
EMD is the lead entity in short-term recovery.
Disaster Recovery Task Force is the lead entity in long-term recovery and redevelopment.

b. The short-term recovery phase begins during the response phase. Initial focus of recovery planning is on impact assessment.

c. Short-term recovery operations begin during the response phase of the emergency and can last up to 6 months. Short-term tasks can be grouped into the following phases:
- Emergency Response: Public Safety Phase > Impact to 2 weeks.
- Emergency Assistance: Human Services Phase > Impact 24 hours to 5 months.
- Short-term Recovery: Emergency Restoration and Repairs Phase > Impact to 6 months.

d. The goal of long-term recovery is to restore the community to pre-disaster (or better) condition. *Some of the long-term recovery activities are extensions of short-term activities*; other long-term tasks begin after short-term tasks are completed. The long-term recovery phase can last up to 10 years.

3. Emergency Support Functions (ESFs) and Recovery Functions (RFs)

a. County response to and recovery from emergencies and disasters begins with activation of the County's Emergency Management Plan and its Emergency Support Functions (ESFs). ESFs represent groupings of functions/activities that are likely needed in times of emergency or disaster.

b. A lead agency/department for each ESF is indicated, and is responsible for coordinating the delivery of that ESF to the emergency area. The lead agency/department is responsible for identifying the resources within the ESF that will accomplish the mission, and will coordinate the resource delivery.

c. During Response and Short-term Recovery, the EOC Manager determines which ESFs are activated to meet the disaster response needs.

d. Recovery planning begins when the EOC is activated. The Planning Section will begin an assessment of the disaster impacts and will advise the EOC Manger which Recovery Functions (RFs) will be activated to meet the County's long-term recovery needs, in consultation with the Recovery Task Force.

e. Just like ESFs, Recovery Functions (RFs) represent groupings of types of recovery functions/activities and programs that the County and its citizens are likely to need following a disaster. Some ESFs will become RFs as their scope changes from "emergency" to "recovery".

In general this plan is based upon the concept that Recovery Functions (RFs) will generally parallel normal day-to-day functions of the Beaufort County departments involved in recovery operations. However, if needed, other county staff will be assigned to Recovery.

4. Recovery Functions

Recovery Functions (RFs) represent groupings of types of recovery functions/activities and programs that the County and its citizens are likely to need following a disaster. Beaufort County's RFs include:

RF 1: Impact Assessment/Impact Analysis
RF 2: Continuation of Government

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

a. A "primary" agency/department for each RF is indicated in the Disaster Recovery Plan, and will be responsible for coordinating the implementation of recovery activities or programs. The primary agency/department will be responsible for identifying the resources (support departments and organizations) within the RF that will accomplish the post-disaster activities. The primary agency/department is also responsible for coordinating the resource delivery.

5. Recovery Incident Management System

a. The County's recovery organization follows the concepts of the National Incident Management System (NIMS).

b. Depending on the severity and magnitude of the disaster, full activation of the County's Recovery Incident Management System may not be necessary, may only be partially required, or may require full activation. Partial activation would be dictated by the characteristics of the disaster and would involve only those departments and organizations needing to interact in providing the necessary recovery activities and programs.

c. The County's Recovery Incident Management System is partially or fully activated by decision of the Emergency Management Director or EOC Manager. The organization structure is intended to be flexible and should be tailored by the EOC Manager and the Section Chiefs to meet the County's recovery needs.

6. Continuation of Government Policy (RF 2)

a. Any event significant enough to require COOP implementation will result in EOC activation. If additional support from the EOC is required, activation will be considered in accordance with the methodology provided for in the County Emergency Management Plan.
b. Beaufort County Recovery Task Force implemented a Departmental COOP program in 2008 and an EOC COOP is in place.

D. FEDERAL RECOVERY SUPPORT

1. REQUESTING FEDERAL ASSISTANCE

a. Based on a joint federal and state preliminary damage assessment (PDA) that reveals the ability to recover is beyond local and state capability, the Governor may request federal assistance through a Presidential Declaration. The South Carolina Emergency Management Division will prepare a request packages using the local damage assessment data.

b. Other requests may be made to federal agencies under their own authority from existing or emergency programs, such as the U. S. Small Business Administration (SBA) or the U. S. Department of Agriculture (USDA). The Governor's request for assistance from federal agencies under their own authorities from existing or emergency programs is transmitted directly to the agency or agency administrator involved. The specific assistance, if declared, is then provided directly from the federal agency.

c. The request made to the President through the Federal Emergency Management Agency (FEMA) for assistance under the authority of Public Law (PL) 93-288, as amended by PL 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, will be for an "emergency" or "major disaster" declaration.

IF, the President denies federal assistance, the cost of recovery would be borne by local and/or state governments.
IF, the request is approved by the President and an "emergency" declaration is made, limited assistance will be provided per PL 93-288, as amended.
IF, the request is approved by the President and a "major disaster" declaration is made a federal-state agreement on commitment and assistance is agreed upon, and various assistance programs are provided.

See Sections 19 and 20 for additional declaration detail.

2. RECOVERY FACILITIES

a. A Joint Field Office (JFO) is established to facilitate federal-state coordination of private and public disaster assistance. The President appoints a Federal Disaster Recovery Coordinator (FDRC) to coordinate federal assistance and requests the Governor to designate a State Recovery Coordinator(s) (SDRC). The SDRC coordinates state and local efforts, working closely with the FDRC.

b. Local mayors, city/town councils, county councils appoint Local Disaster Recovery Manager(s) (LDRMs). (National Disaster Recovery Framework, 2011).

c. Joint Field Offices (JFOs) may be established to manage the cooperative effort between the local, state, and federal government for the benefit of disaster victims (individuals, families and small businesses). Agencies and organizations offering assistance provide representatives to the JFO where disaster victims, through an "entrance/exit interview" process, may receive information from specific agencies/organizations that can best meet their needs.

d. Applications for assistance should be made through the national teleregistration hot-line (1-800-621-3362 or TTY 1-800-462-7585).

e. JFO locations will be established by FEMA, the State and the County Recovery Director.

3. HUMAN SERVICES - INDIVIDUAL ASSISTANCE

Individual Assistance Programs

These federally funded programs include the Small Business Administration (SBA) programs, Individuals and Households Program and other individual assistance programs. The SBA Disaster Loan Program includes Disaster Loans for Homes and Personal Property, Physical Disaster Business Loans, and Economic Injury Disaster Loans.

a. Temporary housing will be offered until alternative housing is available, for disaster victims whose homes are uninhabitable. Home repair funds for uninsured losses may be given to owner-occupants in lieu of other forms of temporary housing assistance, so that families can quickly return to their damaged homes.

b. Individuals and Households Programs (IHP) provides for a total of $28,000 for aid to an individual and includes Housing Assistance (HA), Other Needs Assistance (ON), and other individual assistance.

c. Housing Assistance is 100% federally funded and provides assistance for 18 months in the forms of direct assistance, financial assistance and permanent housing construction.

d. Other Needs Assistance (ON) is a 25/75 State/Federal cost-share. This program has an income dependent component. Anyone is eligible for funds for disaster-related medical, dental, and funeral expenses.

e. Those people who are ineligible for SBA assistance are eligible for funds for transportation, personal property, and other items including moving and storage and Group Flood Insurance Premiums (GFIP).

f. Loans to individuals, businesses, and farmers that are for repair, rehabilitation or replacement of damaged real and personal property and incur production losses may not fully be covered by insurance.

g. Agricultural assistance, including technical assistance; payments covering a major portion of the cost to eligible farmers who perform emergency conservation actions on farmland damaged by the disaster; and provision of federally owned feed grain for livestock and herd preservation.

h. The Cora Brown Fund, to assist victims of natural disasters for those disaster-related needs that have not been or will not be met by other programs.

i. Other individual assistance includes: Unemployment assistance (Department of Labor), Food Stamps (DSS), crisis counseling (HHS), veteran benefits (DVA), tax refunds (IRS), free legal counseling (Young Lawyers Division, American Bar Association).

4. INFRASTRUCTURE - PUBLIC ASSISTANCE

a. The Public Assistance Program is intended to help repair or replace damaged/destroyed public property and infrastructure. After a Presidential Disaster Declaration, the South Carolina Emergency Management Division and Federal Emergency Management Agency (FEMA) will join Beaufort County in determining the extent of damages and will conduct “Applicant’s Briefings” to clarify public assistance requirements, procedures, and eligible projects.

b. The federal government can provide a minimum of 75% of the funding for the recovery work that FEMA rules as eligible.

c. Project Applications

The Project Application is the document that summarizes total dollar cost of all public assistance, and incorporates required assurances and agreements between Beaufort County, the South Carolina Emergency Management Division and the Federal Emergency Management Agency. Details on eligible projects are found in the current federal guidelines provided during the Applicant's Briefing.

d. Project Worksheets

The basis for Project Applications is the Project Worksheets, which identify the damaged property, define the scope of work, and establish the cost of repair or replacement. The project Worksheets

will be prepared by representatives from Beaufort County Government, the County's private contractor, SCEMD and FEMA, which may be supported by engineers or contractor estimates, photographs, maps, and other appropriate data. The scope of work, as outlined on the Project Worksheet, is the guideline for determining eligibility.

e. Beaufort County and/or its Contractor's responsibilities will include:
   a. Compiling a list of all sites where damage occurred.
   b. Documenting all the damage.
   c. Coordinating the Damage Assessment Teams (DAT).
   d. Reviewing and signing all Project Worksheets.
   e. Selecting project-funding options.
   f. Project management.
   g. Preparing reports and documentation.
   h. Participating in final inspections.
   i. Participating in audits.
   j. Providing insurance for approved projects.

f. Other forms of Public Assistance, which may be made available under a Presidential Declaration of a major disaster, include:

   1. Use of federal equipment, supplies, facilities, personnel, and other resources (other than the extension of credit) from various federal agencies.

   2. Community disaster loans, payment of school operating expenses, repairs to federal-aid system roads, repairs to projects.

g. Federal requirements tied to financial assistance:

   1. The Disaster Relief Act requires that an applicant, for assistance for the repair and restoration of damaged public or private nonprofit facilities, shall purchase and maintain such insurance as may be reasonably available, adequate and necessary to protect such facilities against future loss.

   2. In addition, the applicant must comply with appropriate hazard mitigation, environmental protection, flood plain management and flood insurance regulations as a condition for receiving federal disaster assistance.

5. NATIONAL FLOOD INSURANCE PROGRAM (NFIP)

1. The NFIP is a federal program enabling property owners to purchase insurance protection against losses from flooding. This insurance is designed to provide an insurance alternative to disaster assistance to meet the escalating costs of repairing damage to buildings and their contents caused by floods.

2. Participation in the NFIP is based on an agreement between local communities and the federal government which states that if a community will implement and enforce measures to reduce future flood risks to new construction in special flood hazard areas, the federal government will make flood insurance available within the community as a financial protection against flood losses which do occur. Beaufort County is a participant in the NFIP.

3. No assistance for any facility will be available in future disasters, unless the required insurance has been obtained and maintained.

6. HAZARD MITIGATION GRANT PROGRAM.

Should Beaufort County receive public disaster assistance, the Hazard Mitigation Grant Program (HMGP) will be available through the Stafford Act, Section 404. The Disaster Mitigation Act of 2000 (DMA 2000)

reinforces the importance of mitigation planning and introduced new requirements for the HMGP. Therefore, as stated in the DMA 2000, Beaufort County must provide a copy of the Beaufort County All-Hazards Mitigation Plan to pursue mitigation measures to help insure against similar damage in the future under the HMGP.

APPENDICES:

1. Long-term Recovery Operations Structure
2. Recovery Operations: The Beaufort County Recovery Ordinance and Recovery Plan
3. Recovery Operations Policy and Procedures
4. Response to Recovery Handover Checklist
5. Beaufort County Recovery Functions (RFs 1-26)
6. The National Disaster Recovery Framework: Purpose, Support Functions, Mission and Outcomes
7. Recovery: Planning and Preparation Framework
8. Recovery Communications Policy and Procedures
9. Recovery Financing and Technical Assistance for Businesses

Appendix - 1

1. Recovery Operations Structure

Recovery Task Force (1).

Executive Committee

County Council Chair, Ex-Officio Chairman (Represents County Council and serves as Chairman, in the absence of the Chairman)
Gary Kubic, County Administrator, Chairman
Eric Larson, Vice-Chairman
Dave Wilhelm, Vice-Chairman (in absence of Mr. Larson)
Pamela Cobb, Disaster Recovery Coordinator
Josh Gruber, County Staff Attorney

Task Force Membership

County Council Chairman, (Ex-Officio Chair)
Gary Kubic, Chairman
Eric Larson, Vice-Chair
Dave Wilhelm, Vice-Chair (in absence of Mr. Larson)
Pamela Cobb, Disaster Recovery Coordinator
Josh Gruber, County Staff Attorney
Mayors/Town & City Managers
Recovery Function Leaders
Private sector representation
Non-Governmental Organizations (non-profit and not for profit)
All County Department Heads *(Sec. 22-104 (1) (e))*
All County staff are on-call *(Sec. 22-106 (2) (k))*

The Chairman and Director may add members to the RTF "deemed necessary ….for effective operation" (Sec. 22-104). The RTF has the ability to add representation as required by conditions faced.

Recovery Staffing

Director of Recovery
Recovery Coordinator
Director of Emergency Management (and EMD Staff) *(Sec. 22-106 (1) (d), (3) (a) – assign trained personnel to provide information, logistical support)*
County Staff Attorney
Sherriff *(Sec. 22-106, (2) (a))*
Planning Director *(Sec. 22-106, (2) (g) (i) (j))*
All County staff are on-call (Sec. 22-106 (2) (k))
Additional Staff *(Sec. 22-106 (4) (Additional staffing needs)*

Note:

1.) Beaufort County Recovery Ordinance – Sec. 22-101 – Authority; 102 – Purposes, 104 – Recovery Management Structure, 106 – General Provisions.

Appendix - 2

2. Recovery Operations and the Beaufort County Disaster Recovery Plan and Ordinance

A. Recovery Plan

1. The Beaufort County Disaster Recovery Plan is a multi-discipline, all-hazards plan that establishes a single, comprehensive framework for managing the recovery from major disasters affecting the county.

2. *The plan assigns roles and responsibilities to departments and agencies* and requires planning, training, and exercising prior to a real world incident in order for the County to respond effectively. Agreement to this plan represents a major commitment by the Beaufort County Council, County Departments and Agencies, community support organizations and private sector leadership.

B. Recovery Redevelopment Ordinance

1. By adopting the Beaufort County Disaster Recovery and Redevelopment Ordinance, County Council has assigned responsibilities to County departments and agencies *to perform Recovery activities required by the County Recovery Ordinance related to Departmental roles and responsibilities:*

    a. To perform assigned roles and responsibilities.

    b. To implement the Recovery concepts, processes, within recovery structures and policies when carrying out assigned roles and functional responsibilities.

    c. To conduct operations in accordance with:
        National Disaster Recovery Framework
        Incident Command System
        Homeland Security Directives
        National Response Framework

    d. To conduct planning and recovery preparedness activities designed to prepare staff to accomplish assigned emergency response and recovery responsibilities.

    e. To conduct planning and training in cooperation with identified County Departments and agencies (Recovery Function (RF) lead and supporting agencies), the *Emergency Management Division* and *the Recovery Task Force.*

    f. The *County Finance Department* and *Emergency Management Division of the Sheriff's Office* will maintain financial records in accordance with the Beaufort County emergency expenditure and reporting requirements, and other applicable county, state and federal policies and procedures required to participate in state and federal recovery programs, to meet all funding (and re-imbursement requirements.).

    g. To develop and maintain an inventory of agency/department resources applicable to accomplishing assigned functions.

    h. To provide staffing to the Recovery – EOC, Recovery Service and Information Centers, or other identified recovery locations when activated and requested.

    i. To participate in approved drills, tests, and exercises.

j. To maintain approved agency-specific Continuity of Operations Plans in accordance with county Recovery Guidelines and Standards, including identifying lines of succession, protection of documentation and any other information, equipment, or other material required to re-start a department or agency, identification of alternate site(s) for operations, IT recovery, and stand-by contracts as necessary.

k. In cooperation the ***Recovery Task Force***, Recovery Staff, and the ***Emergency Management Division***, will seek to establish mutual aid agreements and other cooperative agreements with Beaufort County municipalities and other entities. The objective of this section is to maintain liaison with surrounding municipal, county, and military counterparts as appropriate.

l. To participate in annual Recovery Function (26 RFs) re-certification meetings to review emergency plans, policies, and procedures. The Recovery Coordinator will set the schedule for meetings. Meetings will include:
   Recovery Task Force
   RF Task Leaders and members
   Beaufort County Emergency Management Division staff

m. Annual RF recertification is required to promote:
   Policy unity
   Effective coordination
   Smooth transition from Response to Recovery

Appendix - 3

3. Recovery Operations Policies and Procedures

1. Overview – Recovery Operations Policies and Procedures

2. Transition from the Response Phase to the Recovery Phase of an incident will be accomplished in three steps:

Step A - Recovery Coordinator assigned to the State EOC Supervisor

Step B – EOC Operational Focus Shifts to Recovery

Step C - Recovery Moves to the Emergency Operations Center (EOC) or FEMA Joint Field Office (JFO), or other locations.

3. Step A: Recovery Coordinator(s) assigned to the State EOC Supervisor:

1.) *EMD will be prepared to provide a Recovery Coordinator(s) to the State EOC Supervisor* to:

a. Provide a liaison between the EOC and county Recovery activities.

b. Facilitate updates on the Recovery process.

c. Facilitate Requests for Information (RFI) from EOC Planning on Recovery activities.

d. Support Recovery Program requests for initial damage information to determine if damages are sufficient to justify requesting the formation of joint federal/state/local Preliminary Damage Assessment teams. Teams, if justified, will visit local jurisdictions to gather detailed damage information necessary to support a request for a Presidential disaster declaration.

4. Step B: Operational Focus Shifts to Recovery:

1.) This step will begin when the volume of Response oriented requests has or is in the process of decreasing and the volume of Recovery oriented requests have or are in the process of becoming the primary focus of EOC Operations**:**

a. Recovery Director is briefed on the current situation by the *EOC Manager* and other staff, as required.

b. Preliminary Damage Assessment information is gathered from County Impact Assessment Staff (RF 1) and Local Jurisdictions while Local Jurisdictions EOCs remain open, if possible.

c. Preliminary Damage Assessment information is gathered from State Agencies while State Agency Representatives are present in the State EOC, if possible.

d. *The Local EOC Operations, Logistics, Planning, and Other Support Sections* transition to EOC Recovery assignments and State Agencies will maintain representation within the State EOC, as determined to support county recovery actions deemed necessary by the Recovery Director.

NOTE: THIS STEP IS OF A VERY SHORT DURATION AND IS DESIGNED TO FACILITATE COMMUNICATION AND TRANSFER (BY RESPONSE) OF ALL INFORMATION AND SUPPORT NECESSARY TO CONDUCT RECOVERY OPERATIONS.

5. Step C: Recovery Operations Move to EOC/FEMA JFO, or Other Locations, as Necessary:

1.) This step begins when the Recovery Director has received all information necessary to conduct Recovery Operations at the Recovery-EOC and or other locations (outside the EOC).

2.) When determined to be appropriate the Recovery Director, Recovery Operations will be transferred to the Recovery- EOC and/or to the FEMA JFO (Joint Field Office), or other locations.

3.) Information Sharing Requirements between State EOC, and County Recovery – EOC and/or FEMA JFO:

a. As necessary establish the requirement to exchange Situation Reports (SITREP) and other reports.

b. As necessary assign representatives from Recovery-EOC, and/or FEMA JFO to the State EOC. Each group will be present at each other's briefings or critical meetings.

c. As necessary provide for a liaison exchange between the State EOC, County Recovery-EOC, and/or FEMA JFO.

4.) Upon establishment of the FEMA JFO, ***assign EMD representative(s), and representatives from other County Departments***, to JFO Operations, or other assignments as necessary.

5.) Coordination between State EOC and County Recovery- EOC and/or FEMA JFO:

a. As necessary, staffing protocols for Requests for Information (RFI) and/or Requests for Assistance (RFA) will incorporate steps to coordinate/de-conflict actions between the State EOC and/or County Recovery-EOC and/or FEMA - JFO.

6.) Additional Recovery Staffing Considerations:

a. EMD representative(s) will be assigned to Recovery, including the FEMA JFO (as needed) to facilitate information flow between the JFO and State EOC and to ensure local and state interests are addressed within the JFO and/or at the State level.

b. County Employee Services representatives will assign Human Resource Representatives to Recovery, including the FEMA- JFO Human Resource Section to facilitate temporary hires in support of Recovery and JFO Operations.

c. The County Department of Finance and County EMD will assign representatives to Recovery, including the FEMA-JFO to:

Facilitate and oversee execution of contracts.

Manage, control and monitor purchase orders.

Check disbursement to individual disaster victims and eligible agencies.

Manage all finance related activities necessary to support Recovery Operations.

Assure compliance with funding requirements, including necessary reporting requirements, to meet State and Federal funding requirements.

All other assignments, as need

Appendix - 4

4. Response to Recovery Handover Checklist

1. Overview Response to Recovery - Hand Over

a. The process of transition from response to recovery is an ongoing one and commences from the time of impact of the emergency. However, an agreement for handover from emergency response coordination to emergency recovery coordination is required to achieve a seamless transition of information, management, resources and coordination activities.

b. For this to occur the Beaufort County Emergency Management Division and the Recovery Task Force should consult to reach agreement on the timing and process of the formal "stand down" of response.

2. Key Considerations

In reaching an agreement with Response on the timing of the handover these factors will be considered:

a. The nature of the hazard or threat and its potential to continue or re-occur.

b. The extent of impact on communities, which may determine if a prolonged transition is required where some areas or affected groups are handed over before others.

c. The extent of loss or damage and the extent of emergency relief.

d. The anticipated demand on resources during recovery.

3. Hand Over of Goods/Facilities

a. In some circumstances, it may be appropriate for certain facilities and goods obtained during emergency response to be utilized in recovery activities.

b. In these situations there would be an actual hand over of such facilities and goods. This hand over will occur only after agreement has been reached between response and recovery managers.

4. Stand Down (of post emergency response)

a. When the emergency response coordinator is satisfied that the response to the emergency has been completed, a number of Transition Actions (TA) are required to complete the emergency response activities.

5. Stand Down Transition to Recovery Actions:

a. Recall and reassign EMD personnel and equipment to Recovery.
b. Conduct de-briefings and supply other activity reports.
c. Inform public, if deemed appropriate by the Recovery Task Force Executive Committee.

6. EMD Response staff Transition to Recovery Assignments

a. Recall and reassign EMD personnel and equipment to Recovery.
b. Recall and reassign ESF Task Groups to Recovery.
c. Conduct de-briefings and supply other activity reports

Appendix 5

5. Beaufort County Disaster Recovery Functions (RFs 1-26)

RF 1 - Impact Assessment (Disaster Assessment)

RF 2 - Continuation of Government

RF 3 - Public Information; Community Relations

RF 4 - Human Services (Short-term)

RF 5 - Individual Assistance

RF 6 - Volunteers and Donations

RF 7 - Debris Management

RF 8 - Re-entry Security

RF 9 - Health and Human Safety

RF 10 - Repair and Restoration of Public Infrastructure, Services, Buildings (Public A)

RF 11 - Building Inspections and Permits

RF 12 - Rebuilding, Construction, Repairs, Restoration

RF 13 - Temporary Housing

RF 14 - Redevelopment (Planning and Zoning Ordinance Enforcement)

RF 15 - Economic Restoration and Development

RF 16 - Environmental Preservation and Restoration

RF 17 – Mitigation

RF 18 - Recovery Administration and Finance

RF 19 - Mutual Aid Protocols

RF 20 - Pre-disaster Equipment and Facilities Deployment

RF 21 - Transportation Recovery Procedures

RF 22 - Recovery Procedures for Pets/Animals

RF 23 - Utilities Restoration

RF 24 – Schools

RF 25 - County Employees

RF 26 - Mortuary Operations

Appendix – 6

6. The National Disaster Recovery Framework

A. The National Disaster Recovery Framework

Background
On February 5, 2010 the *Draft National Disaster Recovery Framework* was announced and circulated to the Disaster Recovery Community for comment.

The adopted National Disaster Recovery Framework was published September, 2011. A *Draft- National Disaster Recovery Framework Interagency Operational Plan* was published for comment in January of 2012.

The *National Disaster Recovery Framework* (NDRF) is a conceptual guide designed to ensure coordination and recovery planning at all levels of government before a disaster, and defines how we will work together, following a disaster, to best meet the needs of states, local and tribal governments and communities and individuals in their recoveries. For the first time, the framework establishes coordination structures, defines leadership roles and responsibilities, and guides coordination and recovery planning at all levels of government before a disaster happens. It involves better utilization of existing resources.

Recovery Support Functions
The National Disaster Recovery Framework introduces six recovery support functions that are led by designated federal coordinating agencies. The Recovery Support Functions (RSFs) comprise the coordinating structure for key functional areas of assistance. Their purpose is to support local governments by facilitating problem solving, improving access to resources and fostering coordination among state and federal agencies, nongovernmental partners and stakeholders. The Recovery Support Functions and designated federal coordinating agencies are:

RSF 1 - Community Planning and Capacity Building:	Federal Emergency Management Agency
RSF 2 – Economic (Economics):	U.S. Department of Commerce
RSF 3 - Health and Social Services:	U.S. Department of Health and Human Services
RSF 4 - Housing:	U.S. Department of Housing and Urban Development
RSF 5 - Infrastructure Systems:	U.S. Army Corps of Engineers
RSF 6 - Natural and Cultural Resources:	U.S. Department of Interior

Recovery Framework Purpose: Leading Recovery

The framework identifies and recommends key recovery positions designed to allow for more concentrated focus on community recovery. These positions include a Federal Disaster Recovery Coordinator (when warranted in large-scale or catastrophic disasters), State/Tribal Disaster Recovery Coordinators and Local Disaster Recovery Managers.

Addressing the Needs of the Whole Community

The framework incorporates whole community values, with emphasis on core principles, such as individual and family empowerment and partnership and inclusiveness. The National Disaster Recovery Framework outlines how important state, local and tribal leadership and participation of community members in decision-making and coordinated engagement of a wide array of supporting organizations is critical for successful recovery.

Recovery Stakeholder Review and Comment

The framework was developed in partnership, and through extensive outreach, with Federal, state, local and tribal governments, private and non-profit partners who have a stake in immediate and ongoing recovery following a disaster. Outreach sessions that began in fall 2009 resulted in thousands of comments and recommendations from more than 600 stakeholders representing Federal, Tribal, state and local governments, public and private organizations, including communities recovering from disasters. This feedback informed the development of the draft National Disaster Recovery Framework. (Beaufort County Disaster Recovery participated in this process and submitted comments based upon our Recovery Plan).

In January 2010, the draft National Disaster Recovery Framework was published in the Federal Register for public comment. FEMA reviewed the more than 2,000 comments to further refine the final version of the National Disaster Recovery Framework.

Recovery Framework Summary

This framework, which helps to better define how we, as a Nation, will approach recovery, is not a finish line, but just one part of our ongoing mission to better meet the needs of disaster survivors. We will continue to work with all of our stakeholders on ways to improve our programs, and better partner with the entire team, in our common goal to support communities as they recover.

FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

Mission and Expected Outcomes

The Recovery Support Functions (RSFs) comprise the *National Disaster Recovery Framework's (NDRF's)* coordinating structure for key functional areas of assistance. Their purpose is to support local governments by facilitating problem solving, improving access to resources and by fostering coordination among State and Federal agencies, nongovernmental partners and stakeholders.

The Recovery Support Functions created within the National Disaster Recovery Framework bring together the core recovery capabilities of Federal departments and agencies and other supporting organizations — including those not active in emergency response — to focus on community recovery needs. The Recovery Support Functions are organized into six manageable components and through the Recovery Support Functions, relevant stakeholders and experts are brought together during steady-state planning and when activated post-disaster to identify and resolve recovery challenges. Recovery Support Functions and stakeholders organize and request assistance and/or contribute resources and solutions. Together, these Recovery Support Functions help facilitate local stakeholder participation and promote intergovernmental and public-private partnerships.

The objective of the Recovery Support Functions is to facilitate the identification, coordination and delivery of Federal assistance needed to supplement recovery resources and efforts by local, State, Tribal and Territorial governments, as well as private and nonprofit sectors. An additional objective is to encourage and complement investments and contributions by the business community, individuals and voluntary, faith-based and community

organizations. These Recovery Support Functions activities assist communities with accelerating the process of recovery, redevelopment and revitalization.

B. Recovery Support Functions (RSFs): (1-6)

Missions
Coordinating Agency
Primary Agencies
Supporting Agencies

RSF 1 – Community Planning and Capacity Building

Mission:
The Community Planning and Capacity Building (CPCB) RSF coordinates support (technical, financial, capacity) and helps build the recovery capacities and community planning resources of state, tribal, territorial, and local governments before and after disaster events.

This support function focuses on enhancing governmental capacities to effectively plan for, manage, and implement disaster recovery activities in large, unique or catastrophic disasters.

Coordinating Agency: DHS/Federal Emergency Management Agency
FEMA brings to CPCB its Post Disaster Recovery Planning Assistance Program

Primary Agencies:
Department of Homeland Security/Federal Emergency Management Agency
Department of Housing and Urban Development

Supporting Agencies:
Corp for National and Community Service o Department of Transportation
Department of Homeland Security
Department of Commerce
Department of Defense
Department of the Treasury
Department of Agriculture
Department of Labor
Department of Energy
Department of the Interior
Department of Justice
Department of Health and Human Services
Environmental Protection Agency
Small Business Administration

Core Capabilities
 Need, issue and resource identification, communication and information sharing among partners interested in community recovery organization, planning, leadership, management, and capacity building.
 Assessment and analysis of local jurisdictions and communities that will be challenged with recovery organization, planning and management.
 Contributes actions and support strategies for the FDRCs preparation of disaster-wide action plans and the Recovery Support Strategy.
 Coordination and leveraging of CPCB related recovery resources to aid States in supporting needs of its communities.
 Builds on the FEMA *Post Disaster Recovery Planning Assistance Program (formerly LTCR planning)* using other federal, state, non-governmental, professional organizations to aid communities.
 Implementation support and monitor progress.

RSF 2 – Economics (Economy)

Mission:
The Economic RSF integrates the expertise of the Federal government to help local, state, and tribal governments and the private sector sustain and/or rebuild businesses and employment, and develop economic opportunities that result in sustainable and economically resilient communities, after significant natural and man-made disasters.

Coordinating Agency: Department of Commerce
 Primary Federal Agencies:
Department of Homeland Security/Federal Emergency Management Agency
Department of Labor
Department of the Treasury
US Department of Agriculture
Small Business Administration

 Supporting Agencies/Organizations:
Department of Health and Human Services
Environmental Protection Agency
Department of Interior
Corporation for National Community Service

Core Capabilities
 Communication and information sharing
 Economic recovery impact assessment/analysis
 Development of an Economic Recovery Action Plan
 Coordinating and leveraging recovery assistance resources to implement the Economic Recovery Action Plan
 Implementation support and progress monitoring

RSF 3 – Health and Social services
Mission:
The Health and Social Services RSF mission is for the Federal Government to assist locally-led recovery efforts in the restoration of the public health, health care, and social services networks to promote the resilience, health and well-being of affected individuals and communities.

Coordinating Agency: Department of Health and Human Services
Corporation for National and Community Service
Department of Homeland Security

 Supporting Agencies:
Department of Transportation
Small Business Administration
Federal Emergency Management Agency
National Protection Programs Directorate
Office for Civil Rights and Civil Liberties
U.S. Department of Agriculture
Department of Veterans Affairs
American Red Cross
Department of Interior
Department of Justice
Department of Labor
Department of Education
National Voluntary Organizations Active in Disaster
Environmental Protection Agency

Core Capabilities

 Ability to restore and improve health and social services networks to promote the resilience, health (including public health, behavioral health, and medical services), independence, and
well being of the whole community.
 Leverages existing resources and programs.
 Establishes a Federal focal point for coordinating Federal recovery efforts specifically for health and social services needs.

RSF – 4 Housing

Mission:
Address pre and post-disaster housing issues and coordinate and facilitate the delivery of Federal resources and activities to assist local, State and Tribal governments in the rehabilitation and reconstruction of destroyed and damaged housing, whenever feasible, and development of other new accessible, permanent housing options.
 Coordinating Agency: US Department of Housing and Urban Development

 Primary Agencies:
US Department of Housing and Urban Development
DHS: Federal Emergency Management Agency
Department of Justice
US Department of Agriculture

 Supporting Agencies:
Department of Commerce
Department of Energy
Department of Health and Human
Department of Veterans Affairs
Environmental Protection Agency
American Red Cross
Small Business Administration
US Access Board
Corporation for National and Community Service
National Voluntary Organizations Active in Disaster

RSF – 5 The Infrastructure Systems Recovery Support Function

Mission:
The Infrastructure Systems Recovery Support Function (IS RSF) integrates the capabilities of the federal government to support Tribal, State, and Local governments and other public and private infrastructure owners and operators to expedite to long–term infrastructure recovery.

Core Capabilities:
 Ability to restore and improve health and social services networks to promote the resilience, health (including public health, behavioral health, and medical services), independence, and well being of the whole community.
 Leverages existing resources and programs
 Establishes a Federal focal point for coordinating Federal recovery efforts specifically for health and social services needs
 Communication and Information Sharing
 Recovery Needs Assessment and Analysis
 Development of an *Infrastructure Systems Recovery Action Plan (IS-RAP)*
 Coordinating and Leveraging Recovery Assistance Resources to Implement the *IS-RAP*
 Implementation support and monitor progress

Coordinating Agency: U.S Army Corps of Engineers

 Primary Agencies:
U.S Army Corps of Engineers
Department of Homeland Security/Federal Emergency Management Agency and
National Protection Programs Directorate
Department of Energy

 Supporting Agencies:
Department of Commerce
Department of Interior
General Services Administration
Department of Health and Humans Services
Department of Education Department
Department of the Treasury
Environmental Protection Agency
Federal Communications Commission
Housing and Urban Development
Nuclear Regulatory Commission
US Department of Agriculture
Tennessee Valley Authority

ESF 6 – Natural and Cultural Resources

Mission:
Integrate Federal assets and capabilities to help State and Tribal governments and communities address long-term environmental and cultural resource recovery needs after large-scale and catastrophic incidents.

Function:
The core recovery capability for this RSF is the ability to protect natural and cultural resources and historic properties through appropriate actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and in compliance with appropriate laws.

Coordinating Agency: US Department of Interior
 Primary Agencies:
US Department of Interior
DHS: Federal Emergency Management Agency
Environmental Protection Agency

 Supporting Agencies:
US Department of Agriculture
US Army Corps of Engineers
Department of Commerce
Advisory Council on Historic Preservation
Institute of Museums and Library Services
Library of Congress
National Endowment for the Arts
Corporation for National and Community Service
Council on Environmental Quality
National Endowment for the Humanities
Heritage Preservation
Source: National Disaster Recovery Framework, September, 2011

The National Disaster Recovery Framework and the National Response Framework.

The NRDF Replaces ESF 14 - Long-Term Recovery.

NDRF aligns with the *National Response Framework (NRF)*. The NRF primarily addresses actions during disaster response. Like the NRF, *the NDRF seeks to establish an operational structure and to develop a common planning framework*.

Key ESF #14 concepts are expanded in the NDRF and include recovery-specific leadership, organizational structure, planning guidance and other components needed to coordinate continuing recovery support to individuals, businesses and communities.

Fundamentally, the NDRF is a construct to optimally engage existing Federal resources and authorities, and to incorporate the full capabilities of all sectors in support of community recovery. The effective implementation of the NDRF, whether or not in the context of a *Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)* declaration, requires strong coordination across all levels of government, NGOs and the private sector. It also requires an effective, accessible public information effort so that all stakeholders understand the scope and the realities of recovery. The NDRF provides guidance to assure that recovery activities respect the civil rights and civil liberties of all populations and do not result in discrimination on account of race, color, national origin (including limited English proficiency), religion, sex, age or disability. Understanding legal obligations and sharing best practices when planning and implementing recovery strategies to avoid excluding groups on these bases is critical.

The NDRF is a guide to promote effective recovery. It is a concept of operations and not intended to impose new, additional or unfunded net resource requirements on Federal agencies. As responsibilities, capabilities, policies and resources expand or change, the NDRF will be revised as needed to ensure that it continues to provide a common and adaptable approach to disaster recovery.

Appendix: 7 - Recovery Planning and Preparation Framework

A. Planning for Disaster Recovery

After a disaster, communities are often unprepared for the chaos that emerges, even if they have engaged in pre-disaster planning. Long-term recovery seems like a difficult task when there are pressing humanitarian, cleanup, and rebuilding needs to address.

Still, a disaster-impacted community needs to develop a vision for how it will rebuild its economy. It takes time, leadership, and resources – all of which will be in short supply (after a disaster occurs) – to develop an economic recovery plan with buy-in from community stakeholders. Yet, a post-disaster strategic plan provides the opportunity to re-evaluate economic objectives in light of vulnerabilities to disaster, and establish strategies and action steps to make progress toward long-term recovery.

The steps in pre-event disaster economic recovery planning are:

Step 1: Conduct a post-disaster economic impact study.

Step 2: The Recovery Task Force Executive Committee should lead the post-disaster economic recovery planning process.

Step 3: Fully assess the situation on the ground.

Step 4: Create a plan with action strategies.

Step 1: Conduct a post-disaster economic impact study.

The community should seek to perform an independent economic impact assessment, even though FEMA will perform its own damage assessments after a major disaster. This impact study should be conducted as quickly as possible following the disaster. The study provides intelligence for recovery decision-makers, the Recovery Task Force and the County Council.

Having "ground level" information:

1. Provides a basis for decision-making and supplements the FEMA damage assessment and its data.
2. Provides detailed information and local perspective in requesting Congressional appropriations for rebuilding/recovery (in the event of a presidentially declared disaster).
3. Provides meaningful linkage to community needs and community insights, leading to buy-in to recovery strategies and plans and fostering a spirit of participation critical to community renewal.

The impact assessment will document:

1. Physical damage (properties, inventory, etc.) and
2. Economic damage to business and industry and the local economy, as a whole.

In past disasters, communities that have performed this type of analysis faced many challenges in acquiring both pre-disaster and post-disaster data, particularly in an initially chaotic environment.

To the extent possible, the study should measure the following economic impacts (where data is available):

- Tax revenue loss (sales, property, employment)
- Job loss
- Loss of wages
- Business closures and interruption (loss of productivity)
- Damage to infrastructure
- Damage to property (commercial, industrial, residential)
- Damage to natural resources (which have an impact on local industries)
- Damage to specialized infrastructure: schools, parks, nursing homes, hospitals, public facilities needed by police, fire, water/wastewater and other governmental services.

Step 2: The Recovery Task Force Executive Committee should lead the pre-disaster economic recovery planning process.

The Recovery Task Force should take the lead in initiating the economic recovery planning process, with support and engagement from business, civic, community and economic development organizations. This process most likely would begin within three to six months following a disaster.

Some communities have started this process even sooner to take advantage of the sense of urgency and unity following a disaster as they strategize about their course of action.

Step 2A: Hold a kick-off meeting.

The Recovery Task Force (and support groups) should hold a kick-off meeting with leadership representation from key economic stakeholders and local governments. The Recovery Task Force may want to co-host the meeting with another organization, and consult with others regarding which economic recovery stakeholders should attend. *A professional facilitator should be considered to help develop an agenda and facilitate a productive meeting*.

Step 2B: Identify the roles and responsibilities of all economic recovery stakeholders.

Identify roles and responsibilities among partner organizations for both short- and long-term recovery. *Part of this process should include assessing the capacity and resources of each organization.*

Step 2C: Establish working groups to gather relevant data and information.

Economic recovery working groups should be established to cover major topics (*e.g., business retention, small business assistance, downtown redevelopment, etc.*). Each working group should have a chairperson and be responsible for compiling relevant data. ***The group can also begin identifying major issues and suggesting strategies and resources to address those issues.***

Step 2D: Produce a complete economic analysis.

The economic analysis includes a detailed look at key businesses, industries, anchors and specific quantitative and qualitative data on how they have been impacted by the disaster. This analysis will provide insight into the current state of the economy, including whether economic development targets should be re-evaluated; a better understanding of competitive positioning; and will lay the foundation for a long-term economic development strategy for the community.

It may be beneficial to have an experienced (external) consulting firm conduct this economic analysis, due to:

- limited local capacity
- an assurance of a speedy planning process
- the need for a fresh perspective on the situation

The following steps task assignments will assist the economic analysis process:

- Review existing strategic plans and studies for relevancy, evaluate existing business development targets, and revisit community economic issues.
- Solicit information and input from working group organizations.
- Use additional focus groups to focus on key topics to help identify specific challenges and opportunities.
- Hold an economic redevelopment curette with various stakeholders (County Disaster Recovery Coordinator, economic developers, planners, local government, businesses, citizens, etc.) to focus on specific geographic areas, such as the downtown, commercial areas, business parks, or neighborhoods.

Step 3: Fully assess the situation on the ground.

Take the time to really understand the post-disaster economic analysis before any actions are proposed or implemented. A deep understanding of the current situation will provide critical insight on how the community should move forward.

Step 4: Create a plan with action strategies.

Create action strategies and tactics to provide direction for economic recovery priorities. The plan should be updated as needed.

1. Action strategies will include a phased approach to economic recovery where clear goals and objectives are set for the short, medium and long-term. Emphasis should be placed on long-term goals, which could be 10 years, 20 years or longer (depending on extent of damage).
2. Assign appropriate organizations to take ownership of and carry out each task.
3. Ensure these organizations have resources (or a plan to gain needed resources) to carry out each task, in terms of capacity, ability and financial means.
4. Ensure that business retention and expansion are addressed before recruitment efforts take place. Existing businesses will play key roles in rebuilding the economy.
5. Ensure that strategies and actions are specific, with measurable outcomes, to provide a basis for monitoring progress.

Step 4A: Coordinate the action plan with the development of ***an effective communications strategy.*** The public should be aware of this planning effort and how time, resources and funds will be prioritized. (See Appendix 8 - Recovery Communications Policy and Procedures)

Beaufort County Recovery Operations Plan

Appendix: 8- Recovery Communications Policy and Procedures

Policies for Developing a Communication Strategy – After a Disaster

Communications Issues

Communication is always compromised in post-disaster situations. The Recovery Task Force, and business and economic development organizations, play two important roles in communicating with businesses in a post-disaster situation:

- Listening to businesses to understand their needs.
- Quickly disseminating relevant information to businesses regarding available resources and service providers information (who can help with cleanup, financing, and rebuilding efforts).

In addition to communicating with the business community, the Disaster Recovery Task Force with its partners will need to develop a two-pronged communications and media plan for the recovery process. The communications plan will target internal audiences (within the community) and messages that target audiences external to the community.

ACTION STEPS

In a post-disaster response environment, communication to the community and businesses should be frequent, consistent, and provide useful information to help families, businesses and other economic recovery stakeholders to rebuild. Lack of information compounds an already stressful situation and gives the impression of a vacuum in leadership.

Step 1: Modify the Disaster Recovery website and create a toll-free number within the Beaufort County Red Cross Disaster Call Center to provide disaster response and recovery information to affected communities and businesses.

Businesses will need access to critical information for their own recovery including:

- Restoring utility services.
- Publicizing inspection and rebuilding requirements.
- Notifying the public about lists of local- and/or state-licensed contractors.
- How to select and pay a contractor.
- How to deal with insurance companies.

Businesses, particularly small businesses, also need information as to how to navigate local, state and federal government assistance programs, such as the U.S. Small Business Administration's (SBA) technical and financial assistance and/or a state bridge loan. They need to be aware of the location and services of an established business recovery center, a one stop shop for providing such business assistance in a post-disaster environment.

Local business leaders need to be aware of recovery polices and plans and be involved in the decision making process related to plans to rebuild the community. Before recovery plans exist, it is important for local officials to communicate with community stakeholders about the progress.

Communities should seek to publicize recovery resource(s) in the local media, the Recovery website, the County Channel and regular communications channels, if available.

Developing communications policies and conducting training before a disaster will pay great dividends after a disaster. Thought should be given to effective communication methods when electronic communication lines are not working. A summary of key information should be made available in hard copy format to distribute to the community and businesses without access to email, Internet or phone services.

Step 2: Establish a tiered business call program or survey campaign effort for business retention purposes.

As part of the pre-disaster planning process among economic recovery partner organizations, the economic recovery group may want to decide which businesses will be contacted and by which partner.

Depending on the type of disaster, economic recovery stakeholders may want to consider reaching out initially to businesses that are critical economic anchors in the community as well as those businesses that provide essential services, such as gas stations and grocery stores.

In any case, a call and/or survey campaign are important in assessing the needs of the community, the business community, connecting businesses with resources, and informing the public sector of needed resources and services. Methods of communication for this campaign may include: the County Channel; telephone (land line and cell); direct mail; website and email; county meetings, conferences or workshops; local media (television, radio, newspapers, and online media); and door-to-door canvassing when warranted.

Step 3: Develop a communication strategy among key community leaders to seek assistance from state and federal governments.

Community organizations and economic recovery partner organizations in touch with their business constituents will provide key links to The Recovery Task Force which is – the liaison to State and Federal recovery departments and programs – for information related to resources required for the local economy to recover.

Recovery partners will ensure that public officials are thoroughly informed about the community's economic recovery needs and needed resources. The target audiences are those in a position to provide that assistance – primarily, the South Carolina Emergency Management Division (SCEMD) and the Federal Emergency Management Agency (FEMA).

The County Disaster Recovery Plan and specialized reports from the Recovery Task Force will be utilized to request specific assistance from the appropriate agency (ies).

The Recovery Task Force will use information from the Impact Analysis and Recovery Plan in the communication strategy:

- The post-disaster economic impact analysis – an independent, third-party assessment of the disaster's economic consequences – will support the community's efforts to secure resources from state and federal governments. Our goal is to be able to develop a preliminary impacts overview *within thirty days, or less, after the disaster.* The overview will include:
    1. Impacts to the community.
    2. An economic climate profile (pre- and post-storm).
    3. Major initiatives to be taken after the storm.
    4. Issues to address going forward.
- Determine which local and state departments are taking the lead on different recovery issues. The communications plan will include policies to communicate with FEMA (and other state and federal agencies) related to funds that will be used for economic recovery purposes. *The County has begun to build relationships in advance of a disaster with state and federal officials who can provide advice and resources*.

Step 4: Develop an effective "Open for Business" communications strategy to counter negative public relations and image issues.

The Communications Plan recommends taking several steps to market the County to counter the perceptions of the County after a disaster. The plan includes a marketing plan and incentives to attract shoppers and tourists to the County as soon as it is safe to do so. Marketing campaigns can help to change public perceptions.

External messages will promote opportunities and the recovery successes of the County. It's important to inform key markets outside of the impacted region that tourism is still functioning, or that the region has largely recovered.

- Determine the target audience for the message(s) and seek funding to plan and execute the strategy. Marketing efforts to impact a community's brand image can cost hundreds of thousands dollars to over $1 million to effectively reach a national audience. Therefore, it is critical to understand the target audience and how to effectively reach them with limited marketing resources. This task should be the responsibility of the lead economic recovery organization and marketing organizations (Chambers of Commerce, etc.).
    - Publicize information about incentives available for business investment to attract businesses.
    - Aggressively promote new business activity, such as business expansion, in the national media. The Recovery Task Force, with its partners, will develop and distribute a recovery story that is interesting and affirmative.

- Capitalize upon the national media's desire to help disaster stricken areas to get stories of recovery out through national media.

Image Building and Media Management

Target Audiences are: Congress and voters, tourism/convention industry, business decision makers, tourists, investors and developers, international businesses, opinion leaders, and displaced citizens and workers.

The specific messages developed will be delivered to specific audiences through appropriate modes of communication.

Creation of appropriate messages, developing key short-term and long-term strategies, targeting audiences, sending key messages, identifying delivery systems, and measuring success are keys to a successful media management strategy.

An alliance among the Recovery Task Force, Chambers of Commerce and other economic development partners will carry out the strategy.

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Appendix: 9 –Recovery Financing and Technical Assistance for Businesses

One in four businesses will not re-open after a catastrophic event. Particularly vulnerable are small businesses, because of a host of issues which may include:

- Lack of capital and access to financial assistance
- Limited workforce options
- Lack of insurance or being under-insured
- Problems with restoring damaged inventory
- Problems with rebuilding property and permitting issues
- Problems with finding alternative, temporary workspace
- Limited resources/capacity to withstand a few weeks of business disruption
- Diminished customer base
- Limited access to business/technical assistance resources
- Limited or no utility access (water, sewage, telecommunications, etc.)
- Lack of knowledge for re-tooling a business in a post-disaster environment

Business closures have devastating impacts on the local economy and the community's recovery, reduced employment, tax revenues and diminished business services. A business recovery center will play crucial roles in getting local companies the assistance needed to re-open and/or stay open.

What is a business recovery center?

A business recovery center provides local, state and federal resources and services for businesses after a catastrophic event. Because their services are tailored to address business needs, they typically are established separately from FEMA disaster recovery centers to avoid confusion with individuals needing social services.

A local economic development organization often takes responsibility for establishing the center, in cooperation with local, state and federal partners, so that representation includes the local Small Business Development Center (SBDC) and SBA representation.

Other representation may include local bank officers, specialized technical assistance counselors, SCORE, chambers of commerce, workforce development entities, and other local organizations that provide financial or technical

assistance to small businesses. Ideally, a community will have conducted some pre-disaster preparation activities and talked about the process and designated lead agency (ies) for establishing the business recovery center.

ACTION STEPS

The following steps are helpful to consider when establishing a business recovery center:

Step 1: Establish a business recovery center as quickly as possible. Most disaster-impacted communities find it very effective to have the BRC *up and running within one to two weeks after a disaster.*

Step 2: Select an appropriate location for the business recovery center. The Center will be located in the most impacted area to provide close access to affected businesses. Examples include conference space of a local business, a vacant retail space in a mall, a FEMA trailer, etc.

Step 3: Reach out to local, regional and federal partners so the center has representation from a multitude of private, non-profit, and government service providers. Counselors should be prepared to educate businesses on the various financial and technical assistance services available (bridge/gap financing, SBA low-interest loans, etc.), as well as to provide guidance in the application process for federal loans.

Step 4: Develop a marketing and promotion campaign to advertise the center's location and services. Communication with businesses will be a major issue if telecommunication lines are down. Consider alternative promotion methods, such as canvassing flyers directly to impacted businesses; using the local media, particularly radio advertising; advertising on billboards with a hotline number; etc.

The Center will help to coordinate efforts by all groups within affected areas to advertise to their own networks of businesses. For example, chambers of commerce are likely to have the largest network of small businesses. Local governments will advertise the BRC on websites and other means.

Step 5: Establish a hotline number that business owners can call to get information about the center and its services. Advertise the hotline on the Recovery website and other means, such as billboards and all promotional efforts.

Step 6: Provide business recovery materials and loan/grant applications in relevant languages to assist major demographic groups in the community. The BRC will provide documents in Spanish to reach the community's Spanish speakers.

Step 7: Disseminate an outreach survey at the BRC for local business owners to complete to gather intelligence on how the local businesses have been impacted economically by the disaster, and determine what programs or information they need in the short and long term.

Step 8: Consider holding workshops at the BRC on specific or common issues.

Step 9: Consider brief training or providing mental health services to the counselors providing services at the BRC. The counselors should be prepared to listen to many business owners share stories of how their lives have been impacted, and might be overwhelmed.

Step 10: Be prepared to keep the BRC open anywhere from a few months up to several years. *Consider applying for Department of Labor's National Emergency Grant (NEG) to fund temporary workers at the BRC.*

Other Resources:

Red Cross Ready Rating Business Program was created to educate and empower individuals, small businesses and interested parties to prepare for and respond to emergencies.

Small Business Development Centers (SBDCs) assist small business owners by offering technical assistance to individuals and small businesses both before and after a disaster.

Emergency Management Guide for Business and Industry is a disaster planning resource that provides specific technical assistance on business preparedness and continuity planning, hazards analysis and response, recovery and mitigation, and other resources. http://www.fema.gov/pdf/business/guide/bizindst.pdf

DisasterRecovery.org is an independent organization dedicated to providing guidance and information about disaster recovery and business continuity planning. Resources available through their website include: plan templates, case studies, and online live support.

Section 20:

Appendix H: “The Presidential Declaration Process”, FEMA 2014.

The Presidential Declaration Process

The Stafford Act (§401) requires that: "All requests for a declaration by the President that a major disaster exists shall be made by the Governor of the affected State." A State also includes the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. The Marshall Islands and the Federated States of Micronesia are also eligible to request a declaration and receive assistance.

The Governor's request is made through the regional FEMA office. State and Federal officials conduct a preliminary damage assessment (PDA) to estimate the extent of the disaster and its impact on individuals and public facilities. This information is included in the Governor's request to show that the disaster is of such severity and magnitude that effective response is beyond the capabilities of the State and the local governments and that Federal assistance is necessary. Normally, the PDA is completed prior to the submission of the Governor's request. However, when an obviously severe or catastrophic event occurs, the Governor's request may be submitted prior to the PDA. Nonetheless, the Governor must still make the request.

As part of the request, the Governor must take appropriate action under State law and direct execution of the State's emergency plan. The Governor shall furnish information on the nature and amount of State and local resources that have been or will be committed to alleviating the results of the disaster, provide an estimate of the amount and severity of damage and the impact on the private and public sector, and provide an estimate of the type and amount of assistance needed under the Stafford Act. In addition, the Governor will need to certify that, for the current disaster, State and local government obligations and expenditures (of which State commitments must be a significant proportion) will comply with all applicable cost-sharing requirements.

Based on the Governor's request, the President may declare that a major disaster or emergency exists, thus activating an array of Federal programs to assist in the response and recovery effort. Not all programs, however, are activated for every disaster. The determination of which programs are activated is based on the needs found during damage assessment and any subsequent information that may be discovered.

Some declarations will provide only *individual assistance* or only *public assistance*. *Hazard mitigation* opportunities are assessed in most situations.

(FEMA 2014)

Disaster Declarations by State/Tribal Government
Source: FEMA, 2014

State/Tribal Government	Major Disaster Declarations	Emergency Declarations	Fire Management Assistance Declarations (Prior to 2003: Fire Suppression Authorizations)	Total
Alabama	58	11	9	78
Alaska	41	0	15	56
American Samoa	11	0	0	11
Arizona	23	3	49	75
Arkansas	58	9	0	67
California	79	8	136	223
Colorado	20	5	61	86
Commonwealth of the Northern Mariana Islands	14	0	0	14
Connecticut	19	11	0	30
Delaware	15	5	0	20
District of Columbia (DC)	13	6	0	19
Eastern Band of Cherokee Indians	1	0	0	1
Federated States of Micronesia	24	2	0	26
Florida	67	12	57	136
Georgia	37	8	10	55
Guam	12	0	1	13
Hawaii	26	1	18	45
Idaho	23	2	10	35
Illinois	53	7	0	60
Indiana	41	7	0	48
Iowa	54	4	0	58
Kansas	50	4	2	56
Karuk Tribe	1	0	0	1
Kentucky	56	4	6	66
Louisiana	60	10	1	71

State/Tribal Government	Major Disaster Declarations	Emergency Declarations	Fire Management Assistance Declarations (Prior to 2003: Fire Suppression Authorizations)	Total
Maine	40	14	2	56
Maryland	25	5	0	30
Massachusetts	29	17	1	47
Michigan	26	7	1	34
Minnesota	52	5	9	66
Mississippi	53	12	0	65
Missouri	55	8	1	64
Montana	23	2	41	66
Navajo Nation	1	0	0	1
Nebraska	51	3	5	59
Nevada	17	4	54	75
New Hampshire	32	13	0	45
New Jersey	35	12	2	49
New Mexico	27	4	48	79
New York	69	22	2	93
North Carolina	43	9	3	55
North Dakota	45	9	0	54
Ohio	47	7	0	54
Oklahoma	75	10	86	171
Oregon	29	2	55	86
Palau	1	0	0	1
Pennsylvania	49	9	0	58
Puerto Rico	26	6	0	32
Republic of the Marshall Islands	7	0	0	7
Rhode Island	11	10	0	21
Santa Clara Pueblo	2	0	0	2
South Carolina	16	4	3	23
South Dakota	44	2	21	67
Standing Rock Sioux Tribe	1	0	0	1
Tennessee	52	3	6	61
Texas	88	13	235	336
Utah	11	3	19	33

State/Tribal Government	Major Disaster Declarations	Emergency Declarations	Fire Management Assistance Declarations (Prior to 2003: Fire Suppression Authorizations)	Total
Vermont	38	3	0	41
Virgin Islands	17	4	0	21
Virginia	47	7	7	61
Washington	47	6	71	124
West Virginia	51	8	2	61
Wisconsin	37	7	1	45
Wyoming	9	2	15	26

Beaufort County Recovery Operations Plan

Section 21: Appendix I: Sandy Recovery Improvement Act of 2013.

Beaufort County Recovery Operations Plan

Section 21 - Sandy Recovery Improvement Act of 2013.

1. Introduction and Overview:

On January 29, 2013, President Barack Obama signed into law the Sandy Recovery Improvement Act (SRIA) of 2013 and the accompanying Disaster Relief Appropriations Act, 2013. In many ways, the passage of SRIA represents the most significant legislative change to the Federal Emergency Management Agency's (FEMA) substantive authorities since the enactment of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Hurricane Sandy caused extensive human suffering and damage to public and private property. In response to this catastrophic event, Congress considered legislation to provide supplemental appropriations to federal disaster assistance programs. In addition, Congress considered revisions to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act, P.L. 93-288 as amended), which is the primary source of authorities for disaster assistance programs for the Federal Emergency Management Agency (FEMA).

As a result, Congress passed the Sandy Recovery Improvement Act of 2013, which was included as Division B of the Disaster Relief Appropriations Act, 2013 (P.L. 113-2). Division A of P.L. 113-2 provided a $50.7 billion package of disaster assistance largely focused on responding to Hurricane Sandy. Source: "Analysis of the Sandy Recovery Improvement Act of 2013", Congressional Research Service, p. 1-31.

Additionally, Congress increased the National Flood Insurance Program's borrowing authority by $9.7 billion (from $20.725 to $30.425 billion) (P.L. 113-1). Both of these supplemental relief laws are discussed separately in CRS Report R42869, FY2013, "Supplemental Funding for Disaster Relief".

2. Overview of Provisions of the Sandy Recovery Improvement Act of 2013:

These provisions amend the Stafford Act with a stated goal of improving the efficiency and quality of disaster assistance provided by FEMA. Briefly, the amendments to the Stafford Act include:

- Establishing a new set of alternative procedures for administering the Public Assistance Program (PA), which provides assistance for debris removal and the repair and restoration of eligible facilities (Section 1102);
- Authorizing FEMA to enter into agreements with private owners of multi-family rental properties to expand post-disaster housing resources (Section 1103);
- Revising the administration of the Hazard Mitigation Grant Program, to include a possible advancement of 25% of grant funds (Section 1104);
- Directing the establishment of alternative dispute resolution procedures (including binding arbitration), building on FEMA's current appeals process, to resolve federal and state disagreements on costs and eligibility questions (Section 1105);
- Directing the creation of a joint process for environmental and historical review for disaster recovery projects with the goal of increasing the speed of the process (Section 1106);
- Directing FEMA to study, and report to Congress, whether it is appropriate to increase the dollar size of "small projects" eligible for simplified procedures (Section 1107);
- Including child care as an eligible expense under the "other needs assistance" provided in certain disasters (Section 1108 (a));

- Authorizing reimbursement of the base wages of government employees providing emergency work under certain circumstances (Section 1108 (b));
- Directing FEMA to update factors considered when assessing the need for Individual Assistance in the declaration process (Section 1109);
- Authorizing the chief executive of a tribal government to directly request disaster or emergency declarations from the President, as a governor can for a state (Section 1111).
- Directing FEMA to create a comprehensive national strategy for reducing the cost of future disasters (Section 1111);
- The changes in law apply to disasters declared on or after the date of enactment, January 29, 2013.

3. Objectives of Policy Based Upon the Sandy Recovery Improvement Act:

The Sandy Recovery Improvement Act offers:

- o *More flexibility for rebuilding;*
- o *The option to use straight time force account labor for debris operations and emergency work;*
- o *Elimination of alternate project penalties for all types and categories of work;*
- o *Opportunity for consolidated projects and independent review of scopes of work;*
- o *New cost share incentives;*
- o *Incentives for FEMA-approved pre-disaster debris management plans and at least one pre-qualified debris contractor, etc...*

4. Specific Legislative Categories:

Streamlined Environmental Review Procedures

Expedites hazard mitigation projects by streamlining the environmental review and requires the President to establish “expedited review for environmental and historic requirements for rebuilding damaged infrastructure.

Allows Greater Flexibility to Reduce Rebuilding Time and Lower Costs

Gives local governments greater flexibility to consolidate or rebuild facilities by allowing FEMA to issue fixed price grants on the basis of damaged estimates instead of a traditional reimbursement process – the current FEMA process is mired in regulations that delay rebuilding for years and drive up project costs by 25 percent or more.

This improvement will allow local governments to rebuild faster and more efficiently, without having to negotiate with federal emergency program staff over the cost of each replaced item.

Reduces Debris Removal Costs

Cuts debris removal costs dramatically by utilizing reforms from a successful 2006 Debris Removal Pilot Program that enables operations to be conducted in a more cost-effective manner and to incentivize the completion of projects on time and under budget.

Provides Flexibility for Less Expensive Housing Options

Allows FEMA to make limited repairs (to rental property), instead of lease payments, for the purpose of providing housing that is less expensive than traditional FEMA trailers. A 2006 pilot program documented dramatic savings over the use of trailers.

Improves Dispute Resolution to Avoid Cost Overruns

Establishes a limited dispute resolution pilot to resolve disputes over assistance to drive projects to closure and avoid cost overruns. Communities recovering from storms will benefit from a more reasonable, curtailed dispute resolution process, which will help keep project costs in check by avoiding increased project costs associated with lengthy project delays.

Reformed Individual Assistance Factors

Requires FEMA to review and update factors for individual assistance disaster declarations to make them less subjective.

Ensures Tribal Communities Receive Equitable Treatment

Provides for disaster declarations for tribal communities in a more direct fashion by allowing these communities to go directly to the President.

Recommendations for Reducing Costs of Future Disasters

Directs FEMA to submit recommendations to Congress for the development of a national strategy to reduce future costs, loss of life and injuries associated with extreme disaster events.

5. FEMA Report, June, 2014 - Sandy Recovery Improvement Act

The law authorizes several significant changes to the way FEMA may deliver federal disaster assistance to survivors. To date, 14 of 17 provisions outlined in this legislation have been completed, implemented as pilot programs, or made otherwise available for immediate use.

Public Assistance Permanent Work Alternative Procedures
This provides substantially greater flexibility in use of federal funds for Public Assistance applicants and far less administrative burden and costs for all parties, if applicants accept grants based on fixed, capped estimates, which may be provided by applicants' licensed engineer and validated by independent expert panel.

FEMA is currently piloting the following alternative procedures:

- Grants for public assistance permanent work projects on the basis of fixed estimates for the timely or cost-effective completion of work;
- In-lieu contribution on the basis of estimates for repair, restoration, reconstruction, or replacement of a public facility and management expenses;
- Consolidating the repair, restoration or replacement work on damaged facilities as a single project based upon estimates adopted under the procedures;
- Use of all or part of the excess grant funds for cost-effective activities that reduce the risk of future damage, hardship, or suffering from a major disaster and other activities to improve future Public Assistance operations or planning; and
- Independent expert panel to validate estimated eligible project costs if requested by a sub-grantee for a project of at least $5 million; and consideration for properly conducted and certified cost estimates prepared by professional licensed engineers (mutually agreed upon by the Administrator and the applicant).

STATUS: Pilot guidance was issued in May 2013 and is available at: www.fema.gov/alternative-procedures.

Debris Removal Program Alternative Procedures
This offers a package of cost share adjustments, reimbursement for force account, and retention of program from recycling to speed debris removal and encourage pre-disaster debris planning.

FEMA is currently piloting the following alternative procedures:

- Use of a sliding scale to determine the Federal share for removal of debris and wreckage, based on the time it takes to complete debris and wreckage removal;
- Use of program income from recycled debris without offset to the grant amount;

• Reimbursement of base and overtime wages for Public Assistance applicants performing Public Assistance performing or administering debris and wreckage removal; and
• Cost-share incentive to a state, tribal or local government to have a debris management plan approved by FEMA and have pre-qualified one or more debris and wreckage removal contractors before the date of declaration of the major disaster.

STATUS: The pilot was first implemented following the Oklahoma tornadoes in May 2013. The nationwide pilot guidance for debris removal, issued on June 28, 2013, is available at: www.fema.gov/alternative-procedures. After one year of implementation, FEMA will continue the pilot in order to gain additional data on whether the provisions of the pilot are meeting the goals outlined in law before deciding the provisions should be made permanent.

Three-year Nationwide Dispute Resolution Pilot (Arbitration) and Related Changes to Appeals Process

SRIA required FEMA to establish within six months of enactment a nationwide Dispute Resolution Pilot Program, including arbitration by an independent review panel, to resolve disputes relating to Public Assistance projects. Most Public Assistance Program projects are free of eligibility disputes or, if eligibility issues do arise, they are quickly resolved. Eligibility disputes are ordinarily resolved though a two level administrative appeals process. The Dispute Resolution Pilot Program allows Public Assistance applicants for all disasters declared on or after October 30, 2012 an option to request binding arbitration for certain projects with an amount in dispute of over $1 million after first appeal, instead of pursuing a second appeal under FEMA's Public Assistance Program. Also, FEMA has issued a Public Assistance Appeals Policy to ensure timely, specific and well-reasoned first and second appeals decisions and provide a feedback loop to Public Assistance Program management.

STATUS: Regulation was issued August 16, 2013. By statute, the pilot program is authorized through December 2015. More information is available at: www.fema.gov/public-assistance-process-request-arbitration.

Coordination between Federal Transit Administration and FEMA on Public Transportation Infrastructure

The Federal Transit Administration's (FTA) Public Transportation Emergency Relief Program was appropriated $5,400,000,000 for transit systems affected by Hurricane Sandy. In order to receive the full balance of the appropriation, FTA was required to execute a Memorandum of Agreement (MOA) with FEMA outlining the roles and responsibilities of both agencies in providing federal assistance to repair and restore public transportation systems in areas where the President has declared a major disaster or emergency. FTA also was required to publish interim regulations for the program.

STATUS: In March 2013, FTA issued interim regulations and executed a Memorandum of Agreement with FEMA on roles/responsibilities for all disaster operations. The MOA and interim regulation are available at: www.fta.dot.gov/map21_15025.html.

Analysis of Public Assistance Small Project Threshold ("Simplified Procedures")

SRIA required the FEMA Administrator to complete an analysis to determine whether an increase in the Public Assistance grant program small project threshold is appropriate. This analysis had to consider the following factors: cost-effectiveness, speed of recovery, capacity of grantees, past performance, and accountability measures. FEMA submitted its findings in a report to the Committee on Transportation and Infrastructure of the House of Representatives and the Senate Committee on Homeland Security and Governmental Affairs in January 2014. SRIA also required the immediate establishment of a threshold for eligibility in an appropriate amount adjusted annually to reflect changes in the Consumer Price Index. Not later than 3 years after the date on which the Administrator establishes a threshold, and every 3 years thereafter, the FEMA Administrator, shall review the threshold for eligibility under this section.

STATUS: Report was submitted to Congress on January 29, 2014 and available at: www.fema.gov/media-library/assets/documents/90458*. FEMA published a final rule on the small project thresholds on February 26, 2014. In accordance with the law, these changes are taking effect for disasters declared on or after February 26, 2014, the date of publication of the Final Rule in the Federal Register. FEMA also plans to publish in the near future a Notice in the Federal Register seeking comment on the Simplified Procedures report.* The Final Rule is available at: http://www.gpo.gov/fdsys/pkg/FR-2014-02-26/pdf/2014-04220.pdf.

Reimbursement for Certain Force Account Straight Time

SRIA authorizes rulemaking to address reimbursement of straight-time force account labor costs for state, tribal and local government employees performing emergency protective measures, if such work is not typically performed by those employees and is the type of work that may otherwise be carried out by contract or agreement with private entities or individuals.

STATUS: FEMA will implement this authority through the normal notice and comment rulemaking process.

Posting Public Assistance Awards and Mission Assignments on the Web

When issuing a disaster declaration, the President may make Federal funding (Public Assistance) available through FEMA to state, tribal and eligible local governments and certain private nonprofit organizations. This is done on a cost-sharing basis for emergency work, debris removal and the repair or replacement of facilities damaged by the disaster event. The Disaster Relief Appropriations Act, 2013 requires FEMA to publish public assistance grants and mission assignments in excess of $1 million on the internet within 24 hours of award/issuance.

STATUS: Completed with sustainable process in place and ongoing reporting. Information can be found at: www.fema.gov/public-assistance-grant-awards-activity and www.fema.gov/mission-assignment-activity.

De-obligation of Unexpended Sandy Grants

The Disaster Relief Appropriations Act, 2013 requires the grantee/sub-grantee expenditure of obligated grant funds within 24 months or funds be returned to the agency. Only the Office of Management and Budget (OMB) may waive this requirement and only for good cause with notice to Congress. On July 9, 2013, OMB announced provisions that allow FEMA to waive the 2 year expenditure requirement for $5 billion for the Public Assistance Grant Program and $1.5 billion for the Hazard Mitigation Grant Program.

STATUS: The OMB waiver notification can be found at: https://www.fhwa.dot.gov/specialfunding/er/130709.pdf. FEMA has notified states of the grant expenditure requirement in accordance with the law and all applicants for Public Assistance funding have also been advised of the requirement. Also, FEMA will continue to use a Strategic Funds Management approach with grantees to ensure funds are made available and obligated based on defined projects that the grantee is capable of executing.

Disaster Relief Fund Reporting

The Disaster Relief Fund (DRF) is an appropriation against which FEMA can direct, coordinate, manage, and fund eligible response and recovery efforts associated with domestic major disasters and emergencies that overwhelm state resources pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The Disaster Relief Appropriations Act, 2013 requires FEMA to provide monthly reports to Congress and on the internet regarding DRF spending.

STATUS: Completed with sustainable process in place and ongoing reporting. This information can be found at: www.fema.gov/disaster-relief-fund.

National Strategy to Reduce Costs on Future Disasters

SRIA required FEMA to make recommendations for the development of a national strategy to reduce costs on future disasters that should:

- Respect the constitutional roles and responsibilities of the different levels of government, as well as the private sector;
- Address vulnerability to damage from flooding, severe weather, and other hazards;
- Analyze gaps and duplication of emergency preparedness, response, recovery and mitigation at all levels of government; and
- Include recommendations on improving resiliency of states, local, and tribal communities to lower future response and recovery costs.

STATUS: The recommendations were submitted to Congress in September 2013. Information is available at: www.fema.gov/media-library/assets/documents/35064.

Community Disaster Loans

The Disaster Relief Appropriations Act, 2013 provided $300 million ($285 million after sequestration) to the Disaster Assistance Direct Loan Program account that can be used for Community Disaster Loans (CDLs).

The purpose of a CDL is to provide funds to any eligible jurisdiction in a designated disaster area that has suffered a substantial loss of tax and other revenue and demonstrates a need for a loan to perform its governmental functions. The funds must be used to maintain existing government services, or to expand those services to meet disaster-related needs.

STATUS: Loans are being processed as requested. For information on CDL processing, please refer to www.fema.gov/community-disaster-loan-program*.*

Declarations for Federally Recognized Tribal Governments

SRIA amended the Stafford Act to provide Federally-recognized Indian tribal governments the option to make their own request for a Presidential emergency or major disaster declaration independently of a state or to seek assistance under a declaration for a state.

STATUS: FEMA conducted initial tribal consultation and public comment in spring 2013. Input received will be used to inform the development of a Tribal Declarations Pilot Guidance which will describe the process for tribal governments to request declarations. Drafts of the pilot guidance will circulate for tribal consultation and public comment. In the meantime, FEMA is processing declaration requests from tribal governments using existing regulations. More information is available on the recent Tribal outreach related to declarations by Tribes at: www.fema.gov/tribal-consultation.

Individual Assistance Declaration Factors

SRIA directs FEMA to provide more objective criteria for evaluating the need for assistance to individuals, to clarify the threshold for eligibility, and to speed a declaration of a major disaster or emergency under the Stafford Act. To satisfy these mandates, SRIA requires FEMA to work with state, tribal and local emergency management agencies to review and revise through rulemaking the factors considered when evaluating the need for the Individual Assistance Program following a major disaster or emergency.

STATUS: FEMA is drafting regulatory text for a Notice of Proposed Rulemaking with anticipated publication no earlier than 2014.

Emergency Housing - The Lease and Repair Program

When there is limited local housing stock available for disaster assistance, FEMA can provide an additional option for housing for disaster survivors. SRIA affirms FEMA's authority to lease multifamily rental units and provide them to individuals or households for use as direct temporary housing where cost effective. FEMA may make repairs to such properties to the extent necessary to serve as safe and adequate temporary housing. The value of the repairs will be deducted from and may not exceed the value of the lease agreement.

STATUS: FEMA issued policy in September 2013 and is available at: http://www.fema.gov/media-library/assets/documents/85434.

Other Needs Assistance: Child Care Expenses

SRIA provides FEMA the specific authority to pay for "child care" expenses as disaster assistance under the Other Needs Assistance (ONA) provision of the Individuals and Households Program in addition to funeral, medical and dental expenses.

STATUS: FEMA policy was issued in January 2014 and is available at: http://www.fema.gov/media-library/assets/documents/90723

Changes to the Hazard Mitigation Grant Program (HMGP)
Streamlined Procedures:

SRIA directs FEMA to streamline HMGP activities and to adopt measures to expedite implementation of the program. FEMA and the states or tribal governments will collaborate to improve the efficiency and effectiveness of HMGP by identifying the minimum criteria for complete applications; timeframes for reviewing actions and decisions; phasing projects; industry cost guides for estimates; industry design and construction standards; pre-calculated benefits. These areas present the first phase of our ongoing efforts to seek continuous improvements to HMGP.

STATUS: *In May 2013, FEMA issued pilot program guidance to begin the implementation of the procedures enacted in the law. In July 2013, FEMA issued the revised Hazard Mitigation Assistance Unified Guidance which incorporates the streamlining objectives for HMGP stated in SRIA. The next steps include monitoring effectiveness. FEMA may make adjustments as necessary. More details about these streamlining procedures are available by viewing the pilot program guidance at: SRIA HMGP Streamlining Memorandum and www.fema.gov/library/viewRecord.do?id=7571.*

Advance Assistance:

SRIA allows FEMA to provide up to 25 percent of the estimated costs for eligible hazard mitigation measures to a state or tribal grantee before eligible costs are incurred. FEMA will continue to implement this Advance Assistance provision on a pilot basis for any state or tribe having a declaration with an open application period. The amount of assistance is limited to 25 percent of the HMGP ceiling or $10 million, whichever is less.

*STATUS***:** *FEMA pilot guidance was issued for Sandy-declared states in April 2013. Pilot guidance was expanded to all states in May 2013. In July, 2013, FEMA issued Hazard Mitigation Assistance Unified Guidance which informs users of the availability of advance assistance and presents it as an option. Florida requested and received Advance Assistance.*

Program Administration by States:

SRIA allows FEMA to implement, on a pilot basis, HMGP Administration by States (PAS). PAS provides a framework for FEMA and its partner states to better utilize their collective resources to efficiently and effectively implement HMGP.
STATUS: FEMA pilot guidance was issued March 2013. Florida has applied for PAS for two disasters. FEMA-State operational agreement was executed August 2013 with Florida.

The Unified Federal Review Process

SRIA added Section 429 to the Stafford Act which directs the President to establish an expedited and unified environmental and historic preservation (EHP) process by July 29, 2014 for disaster recovery actions. The Unified Interagency Review Process is a framework for coordinating Federal agency EHP reviews for disaster recovery projects associated with Presidentially-declared disasters under the Stafford Act. The Unified Federal Review is designed to enhance the ability of the Federal EHP review process to inform and expedite disaster recovery decisions for grant applicants and other potential beneficiaries of disaster assistance by improving coordination and consistency across Federal agencies, and assisting agencies in better leveraging their resources and tools.

STATUS: The Unified Federal Review Process is on track to be established by the July 2014 statutory deadline.

Primary Source:

"Sandy Recovery Improvement Act, SRIA Fact Sheet", FEMA, June, 2014.

Secondary Sources:

"Analysis of the Sandy Recovery Improvement Act of 2013," Congressional Research Service, March 11, 2013.

H.R. 219, "An Act to improve and streamline disaster assistance for Hurricane Sandy and for other purposes", 113 Congress, 1st Session, January 14, 2013.

"Overview of the Sandy Recovery Improvement Act and Implementation Status"' FEMA, September, 2013.

"Resent Changes in the Stafford Act", Webber, John, Disaster Recovery, Beaufort County, South Carolina, 2014.

"Sandy Recovery Improvement Act (SRIA) of 2013), Public Assistance Program Alternatives Pilot Program", Public Assistance Division, FEMA, U.S. DHS, 2014.

Section: 22
Appendix J – List of Commonly Used Terms and Abbreviations and Anachronisms:

Beaufort County Disaster Recovery Plan (2016-2017)

Beaufort County Disaster Recovery and Reconstruction Ordinance (2016)

A GLOSSERY OF DEFINTIONS, ACRONYMS, KEY TERMS AND ABBREVIATIONS.

Robert T. Stafford Disaster Relief and Emergency Assistance Act – This act provides the authorization of the PA Program. The fundamental provisions of this act are as follows:

- ◊Assigns FEMA the authority to administer federal disaster assistance
- ◊Defines the extent of coverage and eligibility criteria of the major disaster assistance programs
- ◊Authorizes grants to the states
- ◊Defines the minimum federal cost-sharing levels

Preparedness. Pre-disaster activities that ensure people are ready for a disaster and will respond to it effectively. It includes steps taken to decide what to do if essential services break down, how redevelopment should occur, developing a plan for contingencies, and practicing that plan.

Response. Activities that address the immediate and short-term effects of an emergency or disaster. Response activities are contained within the Emergency Support Functions of the Comprehensive Emergency Management Plan and include immediate actions to save lives, protect property, meet basic human needs, and restore water, sewer, and other essential services.
Immediate actions to save lives, protect property and the environment, and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery.

Stabilization – The process by which the immediate impacts of an event on community systems are managed and contained.

Recovery – The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents

Short-Term Recovery. Phase of recovery in which the scope of damages and needs are assessed, basic infrastructure is restored, and recovery organizations and resources are mobilized. Draft National Disaster Recovery Framework, *Page 58, 2/5/10*. Encompass such activities as damage assessments, public information, temporary housing, utility restoration and debris clearance. Short-term recovery does not include the redevelopment of the built environment, economic sector or normal social networks. Emergency repairs and minor reconstruction however, will occur during this phase as well as decisions that may affect long-term redevelopment.

Intermediate Recovery – Involves returning critical infrastructure and essential government or commercial services back to a functional, if not pre-disaster state. Such activities are often characterized by temporary actions that provide a bridge to permanent measures.

Sustainability – Meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Long-Term Recovery – Process of recovery that follows a disaster event and may continue for months and years. Examples include the complete redevelopment and revitalization of the damaged area, which could mean returning the area to conditions set in a long-term recovery plan. **Reconstruction/ Long-Term Recovery.** The long-term process of rebuilding a community's destroyed or damaged housing stock, commercial and industrial buildings, public facilities, and infrastructure to similar levels and standards as existed before the disaster.

Long-Term Redevelopment. The process of going beyond restoring all aspects of the community to normal functions by creating conditions improved over those that existed before

the disaster. Long-term redevelopment is characterized by activities such as implementing hazard mitigation projects during rebuilding, strengthening building codes, changing land use and zoning designations, improving transportation corridors, building more affordable housing, and developing new economic opportunities.

Redevelopment – Rebuilding degraded, damaged, or destroyed social, economic and physical infrastructure in a community, state, or tribal nation to create the foundation for long-term development.

Resilience – Ability of a community to remain strong or unharmed, and/or to be able to quickly and effectively recover from a disaster's impact upon its infrastructure, economy, social and natural environment.

Restoration – Returning a physical structure, essential government or commercial services, or a societal condition back to its pre-disaster state through repairs, rebuilding, or reestablishment.

Mitigation – Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect. Sustained actions taken to reduce or eliminate long-term risk to people and property from hazards and their effects.

Local Mitigation Strategy (LMS). The term used for the multi-jurisdictional pre-disaster hazard mitigation plans required by the Robert T. Stafford Disaster Relief and Emergency Assistance Act as a condition of federal grant assistance. The LMS is implemented by a countywide stakeholder committee. A term adopted by Beaufort County related to the Beaufort County Hazard Mitigation Plan.

Comprehensive Emergency Management Plan. Operations plan required under state statute, that defines the organizational structure, chain of command, and operational procedure for the preparation, response and recovery and mitigation efforts associated with an emergency. The plan includes a basic plan as well as a recovery annex and a mitigation annex.

Disaster Recovery Plan (DRP). A disaster recovery plan is a post-disaster reconstruction and redevelopment plan that identifies policies, operational strategies, and roles and responsibilities for implementation that will guide decisions that affect long-term recovery and redevelopment of the community after a disaster. The plan emphasizes seizing opportunities for hazard mitigation and community improvement consistent with the goals of the local comprehensive plan and with full participation of the citizens. Recovery topics addressed in the plan should include business resumption and economic redevelopment, housing repair and reconstruction, infrastructure restoration and mitigation, short-term recovery actions that affect long-term redevelopment, sustainable land use, environmental restoration, and financial considerations as well as other long-term recovery issues identified by the community. (FEMA policy definition; and Florida PDRP Focus Group, 2007)

Disaster. "Disaster" means any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in a declaration of a state of emergency by a county, the Governor, or the President of the United States. Disasters shall be identified by the severity of resulting damage, as follows:
(a) "Catastrophic disaster" means a disaster that will require massive state and federal assistance, including immediate military involvement.
(b) "Major disaster" means a disaster that will likely exceed local capabilities and require a broad range of state and federal assistance.
(c) "Minor disaster" means a disaster that is likely to be within the response capabilities of local government and to result in only a minimal need for state or federal assistance.
(F.S. § 252.34, 2005)

Applicant – State agency, local government or eligible private nonprofit organization that intends to apply for Federal Emergency Management Agency (FEMA) Public Assistance (PA) grants.

Code of Federal Regulations: Title 44 – Emergency Management and Assistance – The Code of Federal Regulations – Title 44 – Emergency Management and Assistance (44 CFR) provides procedural requirements for the PA Program operations. These regulations are designed to implement a statute based upon FEMA's interpretation of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). They govern the PA Program and outline program procedures, eligibility and funding.

Construction and Demolition Debris – FEMA Publication 325 defines construction and demolition (C&D) debris as damaged components of buildings and structures, such as lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and floor coverings, window coverings, plastic pipe, concrete, fully cured asphalt, heating, ventilation and air conditioning systems and components, light fixtures, small consumer appliances, equipment, furnishings and fixtures. Current eligibility criteria include the following:

- ◊Debris must be located within a designated disaster area and be removed from an eligible applicant's improved property or right-of-way (ROW).
- ◊Debris removal must be the legal responsibility of the applicant.
- ◊Debris must be a result of the major disaster event.

Debris Removal Contractor – The debris removal contractor is one or more private companies hired by Polk County (County) through a competitive bidding process. The company is available on a stand-by basis to assist the County in removal and disposal of debris that is a result of a severe debris-generating event.

Disaster Specific Guidance – Disaster Specific Guidance (DSG) is a policy statement issued in response to a specific post-event situation or need in a state or region. Each DSG is issued a number and is generally referred to along with the numerical identification.

FEMA Publication 321: Public Assistance Policy Digest – This document presents a brief, user-friendly summary of the PA Program and policies.

FEMA Publication 322: Public Assistance Guide – This document provides a general overview of the FEMA PA Program protocol immediately following a disaster. The PA Program provides the basis for the federal/local cost-sharing program. This document specifically describes the entities eligible for reimbursement under the PA Program, the documentation necessary to ensure reimbursement, and any special considerations that local governments should be aware of to maximize eligible activities.

FEMA Publication 323: Applicant Handbook – The Applicant Handbook (Handbook) is the official "how to" for local governments who are considering applying for reimbursement following a disaster through the PA Program. The Handbook provides the rules, procedures and sample documents that local governments' need as an applicant to FEMA. The publication is formatted as a step by-step guide for each phase of the reimbursement process, and identifies what information is critical to ensure reimbursement.

FEMA Publication 325: Debris Management Guide – This publication is specifically dedicated to the rules, regulations and policies associated with the debris cleanup process. Familiarity with this publication and any revisions can aid a local government in limiting the amount of non-reimbursable expenses. The Debris Management Guide provides the framework for the debris removal process authorized by the Stafford Act, including the following:

- ◊Eliminating immediate threats to lives, public health and safety.
- ◊Eliminating immediate threats of significant damage to improved public or private property.
- ◊Ensuring the economic recovery of the affected community to the benefit of the community at large.

Community – In the context of facilitating disaster recovery, community refers to a network of individuals and families, businesses, institutions and other civic organizations that reside or operate within a shared geographical boundary; and may be represented by a common political leadership at a regional, county, municipal or neighborhood level.

Critical Infrastructure – Systems and assets, whether physical or virtual, so vital that the incapacity or destruction of such may have a debilitating impact on the security, economy, public health or safety, environment, or any combination of these matters, across any Federal, State, regional, territorial, or local jurisdiction.

Functional Needs – Refers to the needs of an individual who under usual circumstances is able to function on their own or with support systems. However during an emergency, their level of independence is challenged.

Individual with Disability – The term refers to a person (child or adult) who has a physical or mental impairment that substantially limits one or more major life activities; a person who has a history or record of such impairment; or a person who is perceived by others as having such impairment. The term "disability" has the same meaning as that used in the *ADA Amendments Act of 2008*, P.L. 110-325, as incorporated into the ADA. See http://www.ada.gov/pubs/ada.htm <http://www.ada.gov/pubs/ada.htm> for the definition and specific changes to the text of the ADA. State laws and local ordinances may also include individuals outside the federal definition. Children and adults may have physical, sensory, mental health, cognitive and/or intellectual disabilities resulting in access and functional needs and may require assistance to maintain independence. *National Recovery Framework Draft*, 2/5/10

Underserved Populations/Communities – Groups that have limited or barriers to access to resources or are otherwise disenfranchised. These groups include those who are socioeconomically disadvantaged; persons who have limited English proficiency; people who are geographically isolated or educationally disenfranchised; minority groups; women and children; individuals with disabilities and others with access and functional needs; and older people.

Hanger – A hanger is a hazardous limb that poses significant threat to the public. The following are the current eligibility requirements for leaning trees according to FEMA Publication 325:

- ◊The limb is greater than two inches in diameter.
- ◊The limb is still hanging in a tree and threatening a public-use area.
- ◊The limb is located on improved public property.

Hazardous Stump – A stump is defined as hazardous and eligible for reimbursement if all of the following criteria are met:

- ◊The stump has 50 percent or more of the root-ball exposed.
- ◊The stump is greater than 24 inches in diameter when measured 24 inches from the ground.
- ◊The stump is located on a public ROW.
- ◊The stump poses an immediate threat to public health and safety.

Household Hazardous Waste – The Resource Conservation and Recovery Act defines hazardous wastes as materials that are ignitable, reactive, toxic or corrosive. Examples of household hazardous waste (HHW) include items such as paints, cleaners, pesticides, etc. Due to the nature of hazardous waste, certified technicians must be used to handle, capture, recycle, reuse and dispose of hazardous waste. The eligibility criteria for HHW are as follows:

- ◊HHW must be located within a designated disaster area and be removed from an eligible applicant's improved property or ROW.
- ◊HHW removal must be the legal responsibility of the applicant.
- ◊HHW must be a result of the major disaster event.

Leaner – A tree is considered hazardous and defined as a "leaner" when the tree's present state is caused by a disaster, the tree poses a significant threat to the public and the tree is six inches in diameter or greater as measured two feet from the ground or at chest height. According to FEMA Publication 325, the following are current eligibility requirements for leaning trees:

- ◊The tree has more than 50 percent of the crown damaged or destroyed. (Note:

◊This requires written documentation from an arborist.)
◊The tree has a split trunk or broken branches that expose the heartwood.
◊The tree has fallen or been uprooted within a public-use area.
◊The tree is leaning at an angle greater than 30 degrees.

Monitoring Firm – The monitoring firm is one or more private companies hired by the County through a competitive procurement process. The monitoring firm is available on a stand-by basis to monitor the work of the debris removal contractor, assuring that accurate records are kept and that the debris removal contractor is working within the scope of work contracted by the County in order to achieve maximum reimbursement from outside funding sources.

Residential Solid Waste Hauler – The residential solid waste hauler is the company that holds the current contract with Polk County to remove and dispose of residential solid waste on a regular basis.

Vegetative Debris – As outlined in FEMA Publication 325, vegetative debris consists of whole trees, tree stumps, tree branches, tree trunks and other leafy material.

ACRONYMS/ABBREVIATIONS/DEFINITIONS

44 CFR - Title 44 of the Code of Federal Regulations
ARC – American Red Cross
CBO – Community-Based Organization
CDBG – Community Development & Block Grant Program
CNCS – Corporation for National and Community Service
C&D - Construction and Demolition
COUNTY - Beaufort County, South Carolina
DAE – Disaster Assistance Employee
DHS – Department of Homeland Security
DOL – Department of Labor
DOT – Department of Transportation
DRC – Disaster Recovery Center
DRM – Disaster Recovery Manager
DSG - Disaster Specific Guidance
EDA – Economic Development Administration
EOC – Emergency Operations Center
EOP – Emergency Operations Plan
EPA – Environmental Protection Agency
ESF – Emergency Support Function
ESFLG – Emergency Support Function Leadership Group
ER Program - Emergency Relief Program
EMS - Emergency Medical Services
EWP - Emergency Watershed Protection
GIS - Geographic Information Systems
GPS - Global Positioning System
FEMA - Federal Emergency Management Agency
FEMA 325 Debris Management Guide – FEMA Publication 325
FHWA - Federal Highway Administration
FCO – Federal Coordinating Officer
FEMA – Federal Emergency Management Agency
FRC – Federal Recovery Coordinator
HANDBOOK - Applicant Handbook
HHA - Hold Harmless Agreement
HHW - Household Hazardous Waste
HUD – Department of Housing and Urban Development
HHS – Department of Health and Human Services
HQ – Headquarters
IA – Individual Assistance
IAA – Interagency Agreement
ICS – Incident Command System
IHP – Individuals & Households Program
JFO – Joint Field Office
LTCR – Long-Term Community Recovery
MOU – Memorandum of Understanding
NGO – Nongovernmental Organization
NIMS – National Incident Management System
NOAA – National Oceanic and Atmospheric Administration
NRCS - National Resource Conservation Service

NRCC – National Response Coordination Center
NRF – National Response Framework
NVOAD – National Voluntary Organizations Active in Disaster
OSHA Occupational Safety and Health Administration
PA - Public Assistance
PAC - Public Assistance Coordinator
PAO - Public Assistance Officer
PLAN- Beaufort County Disaster Recovery Plan
PW - Project Worksheets
PA – Public Assistance
PKEMRA - Post-Katrina Emergency Management Reform Act
QA/QC - Quality Assurance/Quality Control
RFP - Request for Proposals
ROE - Right-of-Entry
ROW - Right-of-Way
ROC – Recovery Operation Center
RSF – Recovery Support Functions
SBA – Small Business Administration
SCO – State Coordinating Officer
SHPO - State Historic Preservation Office
SCDOT - South Carolina Department of Transportation
SCEMD – South Carolina Emergency Management Division
SOP – Standard Operating Procedure
SRC – State Recovery Coordinator
STAFFORD ACT - Robert T. Stafford Disaster Relief and Emergency Assistance Act
TRO – Transitional Recovery Office
TDSR SITES - Temporary Debris Storage and Reduction Sites
USACE - United States Army Corps of Engineers
USDA – U.S. Department of Agriculture
VAL – Voluntary Agency Liaison
VOAD – Voluntary Agencies Active in Disaster

Terms and Definitions: Beaufort County Disaster Recovery and Reconstruction Ordinance (2016)

DEFINITIONS

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

3.1 **Curfew:** A curfew is a regulation requiring the withdrawal from any person not otherwise exempt from this ordinance from appearing in certain public areas during specified hours.

3.2 **Damage Assessment Team:** The primary role of the damage assessment team is to assess losses to property. Assessment will be used to determine type of permit required for repair or reconstruction, dollar amount of destruction or damage, and to determine qualifications for federal or state disaster relief assistance.

3.3 **Detailed Damage Assessment:** Follows the initial impact assessment and includes conducting on-site visits by the damage assessment teams for each affected property. This process may take weeks to complete and will culminate in a summary damage estimate in dollars of the total loss to all property in Beaufort County, including: real, personal, agricultural, utility, infrastructure, business, etc.

3.4 **Development Moratorium:** A temporary hold, for a defined period of time, on the issuance of building permits, approval of land-use applications or other permits and entitlements related to the use, development, redevelopment, repair, and occupancy of private property in the interests of protection of life and property.

3.5 **Recovery Director:** The director of the Recovery Task Force or an authorized representative.

3.6 **Disaster Recovery Centers (DRCs):** A multi-agency center organized by FEMA for coordinating assistance to disaster victims.

3.7 **Emergency:** A local emergency which has been declared by the Governor or recognized as same by the Beaufort County Council through the enactment of an emergency ordinance for a specific disaster and has not been terminated.

3.8 **Event:** Any natural weather-related or other condition causing damage or destruction of property. Types of events shall include, but not limited to hurricanes, northeasters, tornadoes, earthquakes, and/or other natural disasters.

3.9 **Exempt Individuals:** Unless otherwise specified herein, exempt individuals include those persons engaged in the provision of designated, essential services, such as fire, law enforcement, emergency medical services, and hospital services, military services, and utility emergency repairs. The resolution of a curfew may, in the discretion of the governing authority, also exempt regular employees of local industries traveling to and from their jobs with appropriate identification, news media employees, building and repair contractors who are properly registered with the County and who are actively engaged in performing activities related to construction, repair, renovation, or improvement of buildings and other structures damaged during the disaster or emergency.

3.10 **Flood Insurance Rate Map (FIRM):** An official map of the community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community.

3.11 **Hazard Mitigation Grant Program:** A federal program that assists states and local communities in implementing long-term hazard mitigation measures following a major disaster declaration.

3.12 **Historic Building or Structure:** Any building or structure listed or eligible for listing on the National Register of Historic Places, as specified by federal regulation, the state register of historic places or points of interest, or a local register of historic places, and any buildings and structures having historic significance within a recognized historic district.

3.13 **Individual Assistance Program:** A federal disaster program that brings funding to disaster victims for housing and other needs in order to expedite the victims' recovery from disaster.

3.14 **Initial Impact Assessment**: The initial impact assessment (windshield assessment, disaster assessment) is used to determine the extent of the disaster and to determine whether or not outside assistance will be needed. This assessment is generally performed within 24 or 48 hours after passage of an event, depending on severity and scope.

3.15 **In-Kind:** The same as the prior building or structure in size, height and shape, type of construction, number of units, general location, and appearance.

3.16 **Interagency Hazard Mitigation Team:** A team of representatives from FEMA, other federal agencies, state emergency management agencies, and related state and federal agencies, formed to identify, evaluate, and report on post-disaster mitigation needs.

3.17 **Joint Field Office (JFO):** A center established by FEMA for coordinating disaster response and recovery operations, staffed by representatives of federal, state, and local agencies as identified in the National Response Framework (NRF) and determined by disaster circumstances.

3.18 **Major Disaster:** Any natural catastrophe (including any hurricane, tornado, high water, wind-driven water, earthquake, winter storm, drought, etc.), or, regardless of cause, any fire, flood, or explosion, which in the determination of the President of the United States causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and available resources of states, jurisdictions, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

3.19 **National Response Framework (NRF):** A plan to coordinate efforts of the government in providing response to natural disasters, technological emergencies, and other incidents requiring federal assistance under the Stafford Act in an expeditious manner.

3.20 **Project Worksheet (PW):** A claim by a local jurisdiction for financial reimbursement for repair or replacement of a public facility damaged in a major disaster, as authorized under the Stafford Act and related federal regulations, plans, and policies.

3.21 **Public Assistance Program**: FEMA's Public Assistance (PA) Grant Program is designed to provide assistance to States, local governments, and certain Non-Profit organizations to alleviate suffering and hardship resulting from major disasters or emergencies declared by the President. Through the PA Program, FEMA provides supplemental Federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The grantee (usually the State) determines how the non-Federal share (up to 25%) is split with the sub grantees (eligible applicants).

3.22 **Reconstruction:** The rebuilding of permanent replacement housing, construction of large-scale public or private facilities badly damaged or destroyed in a major disaster, addition of major community improvements, and full restoration of a healthy economy.

3.23 **Recovery Functions:** the categories of activities and programs that the County and its citizens are likely to need following a disaster.

3.24 **Recovery Task Force:** An interdepartmental organization that coordinates Beaufort County staff actions in planning and implementing disaster recovery and reconstruction functions.

3.25 **Recovery Plan:** A pre-event plan for post-disaster recovery and reconstruction, composed of policies, plans, implementation actions, and designated responsibilities related to expeditious and orderly post-disaster recovery and rebuilding, with an emphasis on mitigation.

3.26 **Recovery Strategy:** A post-disaster strategic program identifying and prioritizing major actions contemplated or under way regarding such essential recovery functions as business resumption, economic reinvestment, industrial recovery, housing replacement, infrastructure restoration, and potential sources of financing to support these functions.

3.27 **Stafford Act:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended).

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