

# Disaster Preparedness And Response Manual

## Housing Authorities in Marlboro County

**DISASTER PREPAREDNESS AND**  
**RESPONSE MANUAL**

**CONTENTS**

**INTRODUCTION**

**CHECKLIST**

**CONTACT INFORMATION**

**HURRICANE PRERAREDNESS**

**INTER-LOCAL AGREEMENT**

**DISASTER RECOVERY-DAILY TIME SHEET**

**DISASTER RECOVERY EQUIPMENT USAGE REPORT**

**DISASTER RECOVERY DAILY SUPPLIES USAGE REPORT**

**AGENCY CONTACT AND RESOURCES SHEETS AND PHA LOCATOR MAPS**

## **DISASTER/EMERGENCY CHECKLIST**

NAME OF OCCURRENCE: \_\_\_\_\_

DATE: \_\_\_\_\_

PROJECTED OR ACTUAL DATE OF OCCURRENCE: \_\_\_\_\_

RESIDENT INFORMATION/COMMUNICATION FOR RESIDENTS

CONTACT INFORMATION FOR APPLICABLE STAFF

CONTACT INFORMATION FOR SUPPORT SERVICES

- FIRE DEPARTMENT
- POLICE DEPARTMENT
- EMERGENCY MEDICAL
- MUNICIPAL
- SHELTERS
- DEPARTMENT OF SOCIAL SERVICES

VEHICLES – GASED AND SERVICED

- TOOLS
- TIRE INFLATION/SEALANT
- AXE, RAKE, SHOVEL, LIMB SAW
- CHAIN SAW W/FUEL
- FIRST AID KIT

TOOLS, EQUIPMENT AND MATERIALS

- CELL PHONES CHARGED W/VEHICLE CHARGES

EMERGENCY SUPPLIES FOR AFFECTED STAFF

- FIRST AID
- WATER
- FOOD
- CLOTHING/GEAR

- SOFTWARE BACKUP
- FILE PROTECTION

## **CONTACT INFORMATION:**

Executive Director.....Clamentine V. Elmore  
Office: 843-669-4163 ext 3220  
Mobile: 843-621-8045  
Email: [celmore@hafsc.org](mailto:celmore@hafsc.org)

---

Deputy Director.....Jennifer Manning  
Office: 843-669-4163 ext. 3240  
Mobile: 843-621-6857  
Email: [jmanning@hafsc.org](mailto:jmanning@hafsc.org)

---

Capital Funds Administrator.....Bosco Locklear  
Office: 843-669-4163 ext. 3380  
Mobile: 843-758-0055  
Email: [blocklear@hafsc.org](mailto:blocklear@hafsc.org)

---

Maintenance Administrator.....Adrian Mack  
Office: 843-669-4163 ext. 3200  
Mobile: 843-992-8408  
Email: [amack@hafsc.org](mailto:amack@hafsc.org)

---

Housing Manager.....Denice Davis  
Office: 843-669-4163 ext. 2006  
Mobile: 843-260-2742  
Email: [ddavis@hafsc.org](mailto:ddavis@hafsc.org)

---

Lead Mechanic.....Tom Lindey  
Office: 843-586-2674  
Mobile: 843-260-4983  
Email: [tlindey@hafsc.org](mailto:tlindey@hafsc.org)

Police Department: Chief: Kevin Miller  
Phone: 843-479-3620 (emergency dial 911)  
Cell: 843-544-5053

Fire Department: Chief: -----  
Steven McDaniel – Assistant Chief  
Phone: 843-479-9001 (emergency dial 911)  
Ext: 321  
Cell: -----

Mayor: Joseph Kinney  
Phone: 843-479-9001

---

Shelter (1) Location: Marlboro County High School  
951 Fayetteville Avenue  
Bennettsville, SC 29512  
Contact Person: Kenneth Bowen  
Phone: 843-479-5904

Shelter (2) Location: McColl Middle School  
700-B North Main Street  
McColl, SC  
Contact Person: William Norton  
Phone: 843-523-5371

Marlboro County Emergency Management: P.O. Box 419  
Bennettsville, SC 29512  
Contact Numbers: 843-479-9999, 479-1111, 479-5642

## RECOVERY:

The Executive Director will contact the Asheville Housing Authority for Assistance from other PHA's outside of the probable disaster area to secure their agreement to provide equipment and materials to the HA, immediately, after the storm upon confirmation of need by the Executive Director.

Office: (828) 258-1222

Mobile: (828) 280-6672

Home: (828) 252-4199

Once contacted, the Asheville Housing Authority will notify the closest unaffected agencies of emergency needs for their response. For larger materials/equipment needs Asheville will contact either the Spartanburg or Greensboro Housing Authority for their response.

In an effort to keep our residents informed as to Disaster Preparedness we will include pertinent information in our newsletters; we will have experienced personnel conduct trainings at Community Meetings throughout the year; and we will post a copy of our Disaster Preparedness and Response Manual at each site.

Because Florence, Chesterfield, and Marlboro Counties are not coastal areas, the devastation should not be to the extent of a Katrina. We will recommend that our residents stay informed by radio and/or television. And that they personally contact family members to assist them in relocating to a relative's home or to a shelter if they desire to leave their home. The Housing Authority can not be the agency to perform the relocation.

## HURRICANE PLAN

In the event of a natural disaster or the warning of the potential, the Authority will implement its Preparedness Plan, the Senior Staff, by applicable sections, will ensure that all employees prepare in accordance with the established plan.

The Executive Director, as a member of the Emergency Coordination Team, will obtain listings of shelters, evacuation routes; timetables coordinate the Authority's integration of response with that of other city departments. This coordination will begin prior to the disaster when warning exists through the recovery period.

### **A. DEFINITIONS**

By international agreement, Tropical Cyclone is the general term for cyclonic circulations originating over tropical water classified by form and intensity as follows:

1. **Tropical Disturbance/Wave** – A moving area of heavy thunderstorms in the tropics which maintain it's identity for 24 hours or more.
2. **Tropical Depression** – A storm with a rotary circulation at the surface and constant wind speed of 38 miles per hour.
3. **Tropical Storm** – A storm with a rotary circulation and constant wind speed ranging from 39 to 73 miles per hour.
4. **Hurricane** – A storm with a pronounced rotary circulation and a constant wind speed of 74 miles per hour or more.
  - (A) **Category I:** Hurricane with maximum sustained winds between 74 miles per hour and 95 miles per hour.
  - (B) **Category II:** Hurricane with maximum sustained winds between 96 miles per hour and 110 miles per hour.
  - (C) **Category III:** Hurricane with maximum sustained winds between 111 miles per hour and 130 miles per hour.
  - (D) **Category IV:** Hurricane with maximum sustained winds between 131 miles per hour and 155 miles per hour.
  - (E) **Category V:** Hurricane with maximum sustained winds above 155 miles per hour.

5. **Hurricane Watch** – A preparatory condition for a coastal area where there is a threat of hurricane conditions with 24 to 36 hours.
6. **Hurricane Warning** – A warning issued when hurricane conditions are expected in a specific coastal area in 24 hours or less. Hurricane conditions include winds of 74 miles per hour or more and dangerously high tides and waves.
7. **Tropical Storm/Hurricane Emergency** – A condition during a warning situation when expected severity of a tropical storm/hurricane makes it necessary to make final preparations for the protection of life and property.

In the event of a ‘**HURRICANE WATCH**’ is for our area, the following procedures shall be implemented by the Executive Director in order to protect life and property.

1. Personal responsibilities should disaster occur:
  - (A) **Executive Director** will maintain a channel of communication with agencies outside of the probable effected area(s) for assistance in providing equipment, material and possible repair crews for use during the recovery phase.
  - (B) **Director of Facilities Management and Maintenance Administrator** will establish Recovery Teams as Maintenance personnel return to work following the disaster.
  - (C) **Maintenance Department Office** shall be established and maintained as the Headquarters for the recovery phase. (Parkview Elderly will be the alternate Headquarters if the Maintenance Department office is damaged, or loses all ability for power, etc.)
  - (D) **The Maintenance Department Office** will continuously update the emergency Notification Plan and associated documents.

## **B. 48 HOURS PRIOR TO HURRICANE MAKING LANDFALL**

1. **Service Coordinator** shall ensure adequate supplies are on hand, to include items listed below.
  - Medical supplies(first aid kit loaded for Hurricane)
  - Batteries for flashlights (two) (2) changes per flashlight are minimum)
  - Also ensure that all vehicles assigned as “Emergency response Vehicles” have a spare tire, jack and lug wrench.



**ADMINISTRATION:**

1. Update the Authority's list of employee names, addresses and telephone numbers.
2. Check for availability of temporary hotel and housing accommodations for possible volunteer help.
3. Computer backup will be stored in vault.
4. Purchasing Agent shall purchase tarps, plastic and rolled roofing.

**D. 36-HOUR PRIOR TO HURRICANE MAKING LANDFALL**

**MAINTENANCE:**

1. **SERVICE COORDINATOR** shall ensure that their crew members have properly stowed any loose items or equipment in the warehouse yard and empty vehicles of all trash and items not required for emergency response.

**E. 24 HOURS PRIOR TO HURRICANE MAKING LANDFALL**

**MAINTENANCE:**

1. **Grounds crew** shall ensure that a trash run is made through all projects and any bulk items which may cause a hazard due to wind or flood are removed from the site.
2. **Plumbing, Gas, Electrical and Refrigeration Maintenance Staff** shall ensure that all portable generators and gas powered water pumps are operating properly.
3. **Service Coordinator** shall ensure that vehicles are assigned and equipment placed in vehicles per vehicle assignment list, Attachment 1, and all vehicles shall have full tanks of fuel.

**HOUSING MANAGEMENT:**

4. **Staff** shall safeguard all HA records and equipment.

## **ADMINISTRATION:**

5. Sufficient funds from petty cash will be made available and kept by the accountant. (Not less than \$2,000.00) Credit cards should also be available.
6. Safeguard all permanent records.
7. Set aside blocks of checks from the various accounts.
8. Backup, shutdown and disconnect central computer system.
9. **The Executive Director** will determine if a member of Senior Staff is needed at City Hall for communication purposes during the storm as a resource to the Mayor.

## **F. POST-HURRICANE**

All employees, when practicable, based upon their own personal situation, are to report to the Emergency Command Center for Recovery Operations. Employees reporting should identify themselves to the highest member of Senior Staff present and await instructions for assignment unless the plan, as written, designates a predetermined activity. Additionally, the normal Organizational Chart lines of authority and responsibility remains unchanged in the recovery period.

## **MAINTENANCE:**

1. **The Director of Facilities Management and the Maintenance Administrator** shall tour housing sites and prioritize repair activities in the following order: life safety; health considerations; safety of property; comfort and aesthetics.
2. All personnel shall work as assigned until safety and health considerations are satisfied. Matters of comfort and aesthetics will be resolved during normal hours.
  - A. Upon satisfactory assessment that safety is assured, personnel will work 7-day work weeks, 7:30 a.m. - 6:00 p.m. until the emergency is considered by senior management at a controllable state. (or such other time period as determined by the Executive Director)
1. **Public Housing Managers** shall inspect his/her respective office for damage and complete a walking tour of each development upon returning to work.

2. **Within twenty-four (24) hours** of the hurricane, each management team shall make a visual survey of water levels and flood damage to each unit under its jurisdiction.
3. **The Section 8, Tenant Selection and other support employees** shall function as assigned during post-hurricane conditions.

**ADMINISTRATION:**

1. All non-essential staff will be assigned to various tasks that may arise.

**G. RECOVERY**

1. **Senior Staff** will meet each morning and at closing to assess progress and ascertain any special needs.
2. **The Executive Director** will brief the Mayor within 24 hours of the recovery effort of the Authority's situation as it pertains to property in their jurisdictions.
3. As soon as practicable, the Director as Secretary of the Board, will, with the consent of the Chairman call a Special Emergency Board meeting to brief members of the situation and to appraise the body of emergency decisions made arising from the storm and recovery process.
4. Notice to HUD shall be made the first working day following a storm, As communication permits, to report damage, loss of life and an initial estimate of needs.

**THE PREPAREDNESS PLAN IS A GUIDE, AND IS NOT INTENDED TO BE ALL INCLUSIVE. AS SITUATIONS ARISE, IT WILL BE MODIFIED TO MEET UNIQUE CIRCUMSTANCES DUE TO THE NATURAL DISASTER.**

## ATTACHMENT

1. **VEHICLE #** 29  
**EQUIPMENT LIST**
  1. Portable Generator
  2. 100 ft. extension card
  3. (2) 5 gallon gas cans
  4. (3) Flashlights
  5. Tool box with tools
  6. (2) shovels
  7. Chain Saw
  8. Tree Pruner
  9. Lobbing Shears
  10. (4) Racks
  11. Wheel barrow
  12. Spare chains for saws (3 for each type)
  
2. **VEHICLE #** 5  
**EQUIPMENT LIST**
  1. (2) Shovels
  2. Motor oil (2) cases
  3. 2 cycle engine oil (1 pack)
  4. Hand truck
  5. (3) flashlights
  6. Small engine repair tools
  7. Spark plugs for small engines (6)
  8. (2) 50 ft extension cards
  9. (2) 5 gallon gas cans
  10. Portable Generator
  11. Centrifugal Pump
  
3. **VEHICLE#** \_\_\_\_\_  
**EQUIPMENT LIST**
  1. Portable Generator
  2. 100 ft. Extension Cord
  3. Flashlights (2 ea.)
  4. 5 Gallon Gas Can w/ Gas
  5. Portable Radio (1 ea.)
  6. Tool Box w/ Tools
  7. Full Parts Inventory
  
4. **VEHICLE #** \_\_\_\_\_  
**EQUIPMENT LIST**
  1. Portable Generator
  2. 100 f. Extension Card

3. Flashlights (4 ea)
4. 5 Gallon Gas Can w/ Gas
5. Portable Radio (1 ea.)
6. Tool Box w/ Tools
7. Full parts inventory

5. **VEHICLE#** \_\_\_\_\_

**EQUIPMENT LIST**

1. Hand Truck (1 ea)
2. Flashlights (2ea)
3. Small Engine Repair Tools
4. Spark Plugs for Small Engine (6 ea)
5. Tool Box w/ Tools
6. Portable Radio (1 ea.)

6. **VEHICLE #** \_\_\_\_\_

**EQUIPMENT LIST**

1. Shovels (2 ea)
2. Chain Saw (3 ea)
3. Tree Pruner (1 ea)
4. Lobbing Shears (2 ea)
5. Rakes (4 ea)
6. Wheelbarrows (2 ea)
7. Motor Oil (2 cases)
8. 5 Gallon Can w/ Mixed Fuel for Saws
9. Foul Weather Gear Boxes
10. Portable Radio

7. **Vehicle #** \_\_\_\_\_

To be used as a first aid vehicle to transport injured employees to medical facility.

**EQUIPMENT LIST**

1. Stretcher
2. Bandages
3. Tourniquets
4. Splints
5. Antiseptic Solution
6. Tape
7. Cotton Balls
8. Saline Solution
9. Portable Radio

**ITEMS TO BRING TO THE SHELTER IN CASE OF THE HURRICANE**

**SHELTER LOCATION #1                    SOUTH FLORENCE HIGH SCHOOL  
3200 SOUTH IRBY STREET  
FLORENCE, S.C. 29505**

**SHELTER LOCATION #2                    WILSON HIGH SCHOOL  
1411 OLD MARION HIGHWAY  
FLORENCE, S.C. 29506**

BED ROLL, BLANKET AND PILLOW, TOWEL AND WASH CLOTH

FLASHLIGHT AND BATTERIES

FIRST AID KIT

ANY PRESCRIBED MEDICATION

NON-PERISHABLE ITEMS SUCH AS CAN GOODS FOR 2-3 DAYS

PAMPERS, BABY FOOD AND FORMULA IF YOU HAVE AN INFANT

ONE GALLON WATER

**NO FIREARMS, NO ALCOHOL/DRUGS NO SMOKING WILL BE  
PERMITTED AT THE SHELTER**

BEFORE LEAVING YOUR HOME:

PLEASE MAKE SURE ALL TRASH CANS AND OUTDOOR ITEMS ARE  
SECURED OR STORED INSIDE.

## **STORM PREPARATIONS ARE YOUR BEST DEFENSE**

### Safety tips for riding out a tempest

Before the storm is the best time to prepare family plans and create a personal survival kit. Assemble a hurricane supplies kit now and avoid grocery and hardware store line hours before the storm.

Consider the following information before a storm is threatening to prepare yourself and your family for a storm.

Store the following items in an easily accessible place and make sure food, water and medication stay fresh throughout the hurricane season:

- Evacuation maps
- Medications
- At least three days of non-perishable food per person
- Three days of drinking water. Two quarts of water per person per day
- First aid kit
- Cash and travelers checks because without power credit cards and ATM's may not work
- Copies of home and health insurance documents; personal identification and other important family records

You should also:

- Fuel up and service vehicles and store in a garage or carport if possible
- If you must leave your vehicle outdoors, park it next to a building away from trees or poles and out of an area that may flood
- Stay out of your vehicle during a hurricane
- Learn how to turn off your homes gas, electricity, water, and shut off propane tanks and make sure they are anchored securely before the storm.
- Store lawn furniture, garden tools, garbage cans and other loose items outside in a secure area.
- Turn off power to pool pump, lights and chlorinator. If the pump is exposed, wrap with waterproof cover and tie securely.
- If time permits, trim dead tree branches and shrubs and dispose of properly.
- Fill plastic containers and bathtubs with tap water to use after the storm if water is contaminated.
- Turn refrigerator and freezer to the coldest settings and open as little as possible.
- Move furniture and other valuables away from windows and doors and cover with plastic.

If you stay in your home during a storm, officials with the S.C. emergency management division offer these tips:

- Stay indoors and away from all windows and exterior doors until the officials declare the storm over.
- Try to stay in a bathroom, basement or inside closet. Bathtubs can offer some shelter if you get into a dry tub and cover yourself with plywood. Or you can cover yourself with a mattress for protection against flying objects.
- Listen to a battery operated radio for storm updates.
- Eat perishable foods first.
- Stay sober