

South Carolina Department of Labor, Licensing and Regulation Emergency Operations Plan

July 13, 2005

I. INTRODUCTION

The policy of the State of South Carolina is to be prepared for any emergency or disaster. The South Carolina Department of Labor, Licensing and Regulation (LLR) will provide support as needed in a declared emergency or disaster to save lives, prevent or minimize damage to property, and assist people who are threatened by an emergency or who become victims of any disaster or catastrophe.

II. RESPONSIBILITIES

The Deputy Director of the Division of Fire and Life Safety will serve as the LLR "Emergency Coordinator". In his absence, the SC Fire Academy Superintendent or the State Fire Marshal will serve as alternate. The emergency coordinator shall have the authority to commit agency resources and expedite program operations in the provision and coordination of emergency services.

The LLR staff who may provide services in the affected counties are board and program administrators, licensing staff, and field personnel. Currently LLR field personnel are assigned throughout the State and will respond to investigate/inspect individuals providing professional services or performing other work in the affected county(s) to determine if individuals or businesses are properly licensed. Additional field personnel can be provided as needed and assigned by the program administrator or the appropriate Senior Manager.

The LLR General Counsel will assign attorney(s) to provide legal advice via phone or in person if required.

III. EMERGENCY RESPONSE SUPPORT

To minimize the effects of a disaster upon the State of South Carolina, personnel, facilities, supplies, and equipment of LLR will be made available as needed to the Emergency Management Division and other agencies. In the event of a declared emergency, the programs with the Department of Labor, Licensing and Regulation (LLR) have the following procedures and guidelines in place to assist state, county or local authorities. Response will include, but is not limited to:

1. Administrative Support - A predetermined LLR staff will assemble a team of four to six individuals depending on the magnitude of the emergency. (See attachment A). If requested, these individuals will meet at the LLR Kingstree Building as the primary location, or at the State Fire Marshal's Office, 141 Monticello Trail, as a secondary location, and depart as a team to the assigned designation. LLR has obtained permission and coordinated logistics with County Emergency Management Agencies and Code Enforcement Official offices to provide staff space to operate on a limited basis. (See Attachment B).
2. Emergency Public Information - Generation of timely information by means of the news media is essential to avoid or minimize loss of life and property if a disaster is imminent or has occurred. Staff and equipment from LLR's Office of Communications and Governmental Affairs will be available to the Emergency

Management Division communications center during an emergency or disaster situation.

3. Emergency Housing - The Department will make available when requested the SC Fire Academy dormitory, cafeteria, and other facilities to house and feed emergency personnel on a temporary basis.
4. Food Services - Cafeteria staff from the SC Fire Academy will be available to assist in the preparation of food for emergency personnel at the SC Fire Academy kitchen.
5. Medical Care - Staff of the Medical Examiners, Nursing, Dentistry, Pharmacy, Physical Therapy, Long Term Health Care Administrators and Veterinary Boards will encourage licensees to volunteer to provide emergency medical and dental care, pharmaceutical supplies, equipment, and facilities to disaster victims. (The Board of Nursing has adopted a policy allowing nurses licensed in other states to practice nursing in South Carolina in an emergency situation, without having to obtain licensure in this state, for a period up to 30 days. The Pharmacy Board is currently in agreement with the SC Department of Health and Environmental Control to assist in providing efficient services for receiving, distributing and dispensing drugs to citizens of SC in the event of a declared emergency (MOA attached). The Board of Social Work Examiners allows licensees in other states to practice for up to 60 days.)
Crisis Counseling - Staff of the Psychology, Counselors, and Social Workers boards will encourage licensees to volunteer in aiding victims with mental health problems caused or aggravated by a disaster or its aftermath.
6. Firefighting Technical Assistance - Personnel from the Division of Fire and Life Safety will provide technical assistance under firefighter mobilization to the SC Forestry Commission and local fire protection organizations in controlling and suppressing wildfires that have, or threaten to, become disasters.
7. Urban Search and Rescue - Personnel from the Division of Fire and Life Safety will be available to support emergency responders in the process of locating and extricating victims trapped in collapsed structures. Personnel with the Division of Fire and Life Safety and other program areas will be available to emergency responders in locating, stabilizing, and removing to a secure area persons who are lost, stranded, injured, or in areas of danger.
8. Public Health - Industrial Hygienists in the office of Occupational Safety and Health (OSHA) and Office of Voluntary Programs (OVP) will be available to provide assistance to the Department of Health and Environmental Control in protecting the public from communicable diseases and contamination of food and water supplies following a disaster.
9. Hazardous Materials - An emergency or disaster could result in numerous situations in which hazardous materials are released into the environment. Personnel from the Division of Fire and Life Safety, office of Occupational Safety and Health, and the office of OSHA Voluntary Programs will be available to provide technical assistance or training to responders in minimizing the adverse effects on the population and the environment resulting from the release of or exposure to hazardous materials.
10. Temporary Licensing - LLR will do everything it can to insure that out-of-state contractors and builders that come into the state following a disaster are qualified to perform work and are properly licensed in their home states. This response will

include working with neighboring states to verify credentials of repair people and the issuance of temporary licenses by the Department to help citizens identify reputable contractors, builders, etc. LLR staff will provide assistance by temporarily licensing individuals from other states, by verifying that they are currently licensed, in good standing, and that they are working on sites within the scope of their licensure.

Upon verifying licensure in another state, a limited temporary license will be issued for a specific location and/or declared county and time period. The Director of LLR or designee will establish the time frame, licensure location and/or declared counties.

11. Preservation of Property of Businesses - Upon notification by the State Emergency Management Division of an approaching hurricane or tornado, the office of Elevators and Amusement Rides will contact and urge businesses with elevators to move elevator cars to the highest floor to avoid damage from flooding and will instruct amusement device owners to secure rides to lessen the chance of storm damage.
12. Equipment - Equipment that will be provided by LLR at temporary sites are phones and phone lines and/or computer lines with Internet access, tables and/or desks, with chairs. LLR staff will use two vehicles (96 Ford Van tag # SG69842) and (2003 Dodge Van tag # SG81510) for transporting equipment which may include laptop computers, printers, typewriter, cell phones, blank Limited Temporary licenses, Cease and Desist Notice books, receipt book(s) and portable safety deposit box. On an as-needed basis LLR staff will obtain the licensing database on CD from surrounding states in order to verify positive identification, licensure, standing and scope of license. Obtaining personal protective equipment for use by emergency responders can be coordinated upon request by the Division of Fire and Life Safety, and the office of Occupational Safety and Health. Fire trucks and firefighting equipment from the Division of Fire and Life Safety will be made available to emergency responders upon request.
13. Public Works and Engineering Services - Following a disaster or catastrophe, LLR personnel from the Division of Fire and Life Safety, the Division of Labor (OSHA and OVP), Division of POL (Residential Builders, Contractors, Manufactured Housing and Building Codes), will be available to the State Emergency Management Division to participate in rapid damage assessment and safety evaluation of an affected area. Staff from LLR – Division of Labor, Elevators and Amusements, will be available to inspect buildings with elevators after a disaster to determine if elevators are safe to be put back into service.
14. Deceased Location – Designated representatives of the Board of Funeral Service will be the contact source to provide available local assistance to rescuers at a disaster site in the location and removal of deceased persons.
15. Impact Hazards - Personnel and equipment from LLR will be made available following a disaster to assist in damage assessment, to evaluate the safety of standing structures, and to provide technical assistance to emergency responders. This may include the Division of Fire and Life Safety, Residential Builders Commission, Contractors' Licensing Board, Architectural Examiners Board, Manufactured Housing Board, Building Codes Council, and the office of Occupational Safety and Health.