



## **(ESF 5) Director of Emergency Management Responsibilities:**

Reviews the EOC Common Responsibilities Checklist  
Executes all responsibilities identified in Emergency Services and Disaster Laws (SC Code of Laws)  
Declares a local emergency pursuant to SC Code of Laws to include confirmation by the local governing body  
Develops, in consultation with Policy Group, strategic goals relevant to the successful mitigation and resolution of the current condition  
Takes appropriate actions to protect lives and property. These actions may be authorized local ordinances or policies, or other governing documents  
Maintains situational awareness during all phases of the emergency  
Delegates responsibility for EOC Management to the Deputy Emergency Manager as needed

### **Reports to:**

Pickens County Administrator/County Council (Letter of Promulgation)

### **Supervises:**

EOC  
Policy Group (if established)  
Liaison Officers

### **Activation Phase:**

- Maintain an overall vision of safety during all processes.
- Initiates position log on WEBEOC
- Engages in event briefings from the EOC Manager
- Evaluates and endorses EOC activation recommendation from the EOC Manager
- Evaluates and endorses other emergency protective action recommendations (evacuation, shelter-in-place, etc.)
- Convenes Policy Group
- Participates in the EOC Shift Briefing
- Authorizes deployment of resources to other jurisdictions

### **Operational Phase:**

- Maintains position log on WEBEOC
- Develops the SITREP sends the SITREP to the State Emergency Operations Center (SEOC) by 09:00 and 19:00 each operational period.
- When the EOC is activated the Planning Section, while coordinating with other sections (Operations, Logistics and Finance), will prepare a written action plan. The EOC Action Plan will set forth objectives, based on the Executive Groups recommendations and tasks to be completed during the next operational period. (Essential to the development of each operational period action plan are the section and ESF SITREPs.

The future operational period objectives are derived from the previous operational period SITREPS.)

- Ensures ESF Coordinators will attend the appropriate action planning meetings, according to the EOC Action Plan and the EOC Briefing and Meeting SOP, in support of the EOC Action Planning process.
- Evaluates and determines the need to declare a local emergency
- Consults with the Policy Group and the EOC Manager to develop strategic goals to mitigate and resolve the current condition and communicates goals to the EOC Manager
- Develops and promulgates emergency policy decisions
- Ensures government officials and elected leaders are thoroughly briefed on the situation
- Evaluates the need to activate any or all local plans, to include, but not be limited to, the Emergency Operations Plan, the Continuity of Operations Plan and/or other local plans, policies, procedures, or ordinances
- Evaluates the need to issue an evacuation order
- Ensures emergency public information is being disseminated
- Ensures all costs, claims and expenses related to the current situation are documented
- Authorizes EOC Manager to request resources from outside the jurisdiction to mitigate and resolve the current situation
- Participates in local, regional, state and/or national briefings that may include conference calls, Regional Incident Communication and Coordination System (RICCS), video conferences, etc.

#### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the Documentation Unit Leader
- Evaluates and endorses the demobilization plan recommended by the EOC Manager
- Ensures other government officials and elected leaders are aware of the demobilization
- Ensures all relevant documentation related to a local declaration of emergency is prepared and submitted to the appropriate governing body
- Receives a final report indicating all outstanding and anticipated resource allocations and expenses

#### **Unique Resources Required:**

- Dedicated conference room