

Standard Operating Procedure

Clemson University Cooperative Extension Service Protocol for a General Emergency

(Last Update: 06/03/02)

In the event of a general emergency, the Cooperative Extension Service will respond at the state and local level to assist the Emergency Operations Center (EOC) with mitigation, assessment and recovery.

Emergencies that may require response includes; severe winter storms, hurricanes, major fires/explosions, transportation spills, tornadoes, floods, forest fires, earthquakes, infectious animal diseases, dam failures, nuclear disasters and other emergencies.

The Emergency Management Division (EMD) of state government coordinates the state level response to a disaster. Local EMD's coordinate in county response. In case of an emergency, either the state or county EMD may request that an Extension representative be present at the Emergency Operations Center (EOC).

What Extension will do

Extension responsibilities will be dictated by the emergency and whether it falls within our mission.

Local

1. If time permits, before and during an emergency, provide educational material via PSA's to the local media. This will be done especially after the emergency.
2. Provide a representative to the local EOC if requested through the Regional Director or his/her designee
3. Assist clients with protection and recovery
4. Assist local EOC with mitigation, assessment and recovery

State

1. If the state EOC declares an emergency and Extension is contacted to help, they will contact either the Dean, Associate Dean - Field Operations or an alternate.

2. The State Extension Staff will support the county staff.

Procedure

Local

1. Regional Extension Directors should determine the welfare of the staff and contact the Field Operations Office as soon as possible. There will be a possibility that ALL LEAVE, except for military and emergency sick leave will be canceled. This will be determined by the Regional Extension Director and the Dean of Field Operations.
2. Supply Extension personal to the local EOC if requested.
3. Maintain an up-to-date list of all the major agricultural enterprises in the county, their location and phone numbers if possible.
4. Be prepared to work with other State and National agencies if requested.

State

1. Provide personal to the state EOC if requested.
2. Put the state Agricultural Communications on alert for possible assistance with PSA's
3. If the need arises, the Emergency Preparedness Coordinator - Field Operations will convene the Extension Emergency Preparedness Committee to coordinate Extension's response.
4. Assist state EOC with mitigation, assessment and recovery.
5. Put all appropriate Extension Specialists and Extension Agents on alert for possible assistance if needed.
6. Be prepared to work with other State and National agencies if requested.

Special Note:

Clemson Extension does not work directly under the state EOC. We work under both the Clemson University Livestock Poultry Health and the South Carolina Department of Agriculture. Both of these agencies work directly under the EOC as Emergency Support Functions (ESF 17 - CULPH) and ESF 11 (SCDA).