



Catawba Area Agency Aging Disaster Preparedness Plan Update for 2024-2025

Catawba Area Agency on Aging

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Table of Contents

I.	Purpose.....	2
II.	Scope.....	2
III.	Facts.....	2
IV.	Situations.....	4
V.	Disaster Phases.....	4
VI.	Operations	6
VII.	Training	8
VIII.	Emergency Collaborations	8
IX.	Memorandum of Understanding	9
X.	AAA Contact Information	9
XI.	Attachments	10
	A. Useful Resources	
	B. MOU-York County Council on Aging	
	C. MOU- Trident Area Agency on Aging	
	D. Appalachia Council of Governments	
	E. Emergency Template	
	F. Emergency Trainings	
	G. Ongoing Emergency Coordination Meeting Dates	
	H. Emergency Operation Checklist	
	I. List of Supplies for Evaluation	
	J. Evacuation Zones by Duke Energy	
	K. Shelters	
	L. Volunteer Organizations	
	M. Public Information	
	N. County Emergency Management	
	O. Map of CAAA Clients by County	
	P. AIM Instruction for Identifying High-Risk Clients	
	Q. Useful Resources	

Revised March 10, 2024

PURPOSE

The purpose of this document is to present a plan of activities the Catawba PSA will implement to ensure that staff and aging network contractors are prepared and able to respond appropriately to the needs of homebound adults in emergencies.

SCOPE

The Catawba AAA/ADRC is the entity designated by the SCDOA to administer state and federal funding for elderly programs and to plan for and implement programs and services for the elderly in Planning and Service Area (PSA) 3, which encompasses Chester, Lancaster, Union, and York Counties. As such designee, Catawba AAA will, after securing its facilities and personnel as necessary, act as liaison with local service providers to assist in actualizing, as much as possible within these four counties, the SCOPE of the South Carolina Emergency Operations Plan.

1. Long-term recovery efforts work on community redevelopment and restoring the economic viability of the disaster area(s) through collective efforts of governmental and non-governmental organizations. These efforts include:

Emergency situations will include incidents resulting from severe inclement weather, natural disasters, hazardous material spills, nuclear disasters, and other occurrences that may require sheltering-in (staying at home) or evacuation of individuals, particularly homebound adults affected in the Catawba Region (Chester, Lancaster, Union, and York Counties).

FACTS

In the Catawba Region, over 101,551 seniors live in Chester, Lancaster, Union, and York counties. The number of seniors in each county, as of 2021, based on information from the Administration for Community Living (ACL); Chester County 8,466(686 are age 85 and older), Lancaster County 27,077(1,824 are age 85 and older), Union 7,751(599 are age 85 and older) and York 58,257(3,685 are age 85 and older) county.

The County Manager or the Local Emergency Management Director at the local level will serve as the lead for the declaration of any emergency or disaster for this plan to be implemented.

The Catawba AAA/ADRC will maintain current maps of locations of the Senior Centers and Nutrition Sites. This information will be used as a visual glance of seniors' and nutrition sites' locations for planning purposes. Listed below are the

Senior Centers and Nutrition Sites in the Catawba Region. We work with the Catawba Regional Council of Governments to develop a map of each county in the Catawba PSA. See maps of counties in the attachment section of this document.

Catawba Region Senior Centers & Nutrition Sites		
CHESTER COUNTY		
Lauren Giles - Executive Director		
Chester Senior Center	Edgemoor Site	Great Falls Nutrition Site
Springs Complex	Elementary School	Presbyterian Church
770 Old Richburg Road	1966 Westbrook Road	500 Dearborn Street
Chester, SC 29706	Lando, SC 29724	Great Falls, SC 29055
(803) 385-6109	803-789-5420	803-482-4196
Monday - Thursday	Monday - Friday	Monday , Wednesday & Friday
9:00 am - 1:00 pm	9:30 am to 2:30 pm	9:30 am - 12:30 pm
Marsha Locke - Site Manager	Roger Lakatos- Site Manager	Ruby Trotter- Site Manager
chesterseniors@ycco.com	edgemoorseniors@ycco.com	greatfallsseniors@ycco.com
LANCASTER COUNTY		
Kylie Craig - Executive Director		
Lancaster Senior Center	Heath Springs Site	Kershaw Satellite Center
309 S. Plantation Road	5353 Kershaw Camden Hwy	Stevens Park Boan Community Center 200 Close Circle
Lancaster, SC 29720	Heath Springs, SC 29058	Kershaw, SC 29067
803-285-6956	803-273-9206	803-475-8849
Monday - Friday	Monday, Wednesday & Friday	Tuesdays & Thursdays
9:00 am to 5:00 pm	9:00 am to 2:00 pm	9:00 am to 2:00 pm
Jessica McGriff - Site Manager	Taylor Matthews- Site Manager	Taylor Matthews - Site Manager
jmcgriff@lancastercoa.org	tmattthews@lancastercoa.org	tmattthews@lancastercoa.org
UNION COUNTY		
Tim Black - Executive Director		
Union Senior Center	Jonesville Nutrition Site	
237 N. Gadberry Street	131 N. Main Street	
Union, SC 29379	Jonesville, SC 29353	
864-429-1682	864-426-8394	
Monday - Friday	Monday - Friday	
9:00 am -2:00 pm	9:00 am - 1:30 pm	
Meagon Moss- Site Manager	Stephanie Hale- Site Manager	
megan.moss@uccoa.org	Stephanie.hale@uccoa.org	
unioncenter237@gmail.com	jonesvillecenter131@gmail.com	

YORK COUNTY		
Lauren Giles - Executive Director		
Rock Hill Senior Center	York Senior Center	Clover Nutrition Site
917 Standard Street	14 N. Congress Street	234 Church Street
Rock Hill, SC 29730	York, SC 29745	Clover, SC 29710
803-327-6694	803-684-6115	(803) 222-9286
Monday - Friday	Monday - Friday	Monday - Friday
8:30 am - 1:30 pm	8:30 am - 1:30 pm	9:00 am to 1:30 pm
Ashley Bizzell - Site Manager	Betsy Campos - Site Manager	Jackie Johnson -Site Manager
ashley.bizzell@yccoa.com	yorkseniors@yccoa.com	cloverseniors@yccoa.com
Last update 2/26/2024		

SITUATIONS

In the Catawba Region, the hazards faced by this region include the following:
SC Vulnerabilities include:

- Hurricanes and Tropical Storms
- Tornadoes
- Coastal and Riverine Flooding
- Earthquakes
- Fires
- Hazardous Materials
- Dam Failure
- Severe Winter Weather
- Droughts
- Nuclear Power Plants
- Terrorism
- Transportation

Vulnerable critical facilities: Nursing Homes, Assisted Living Facilities, hospitals, Senior Centers, and Nutrition sites.

Dependencies on other Jurisdictions for critical resources:

The Catawba AAA is dependent on the following jurisdictions: Federal, State, County Emergency Management, and Community-based organizations.

Catawba AAA and aging service providers must work with SUAs, tribal organizations, the state and local offices of emergency preparedness, the American Red Cross, the

state health department and community health care providers, and emergency services personnel (fire, police, and emergency rooms) to know each other and to learn how they can work together to support each other's efforts. Lack of communication and working relationships can be one of the biggest barriers to successful emergency response.

The process used by the Catawba AAA to determine its capabilities and limits to prepare for and respond to an event defined as an emergency for the Catawba AAA is:

I. Disaster Phases

Provide information related to how the Area Agency on Aging will respond to each OPGON level.

1. OPGON 3 – Normal Operations/Steady State

CAAA will:

- coordinate with local service providers and review provider disaster preparedness plans.
- activate MOUs and amend them as necessary.
- ensure that at least a three-day supply of non-perishable meals are at each senior center or nutrition site.
- have the ombudsman collect/update evacuation plans from each long-term care facility.
- participate in ongoing emergency preparedness training.
- review emergency, shelf-stable menus with catered meal providers.
- update and maintain emergency contact information for staff, service providers, catered meal providers, and local emergency and state office personnel.
- providing ongoing information concerning a disaster to seniors and caregivers
- request that local service providers implement emergency plans and procedures;
- serve as a resource to coordinate information and instructions for caregivers and seniors.
- Provide outreach efforts to ensure all survivors have been identified and their needs met.

2. OPGON 2 – Enhanced Steady State/ Partial Activation

Catawba AAA Executive Director will:

- communicate with county emergency offices, the State Unit on Aging and service providers.
- contact Senior Catering and York County Council on Aging to determine how much food is currently on hand at each food preparation facility.
- ask service providers to deliver emergency meals to program participants.
- have the ombudsman contact each long-term care facility to find out if their emergency plans have changed when the facility is evacuating, the number of residents who are evacuating, the number of residents who will be with family, necessary staffing, issues, and/or concerns.

- have staff assist with welfare checks based on client assessment information.
- instruct local service providers to order additional emergency meals, if necessary.
- participate in conference calls.
- complete required reports and send them to the State Unit on Aging no later than the time requested.

3. OPCON 1 – Full Activation

Catawba AAA will:

- verify that local service providers have completed welfare checks on seniors based on file documentation.
- communicate with service providers and request a status update on safety, needs, concerns, and ability to operate.
- communicate with all catered meal providers.
- participate in conference calls.
- complete required reports and send them to the State Unit on Aging by the established deadline.
- assist elders and the agencies serving them in reestablishing themselves;
- advocate for elders affected by the disaster who may be having difficulty obtaining the required assistance, and
- assist in re-establishing housing for disaster survivors.

II. Operations

1. Provide detailed information on how the AAA will support operations during a disaster. Explain the AAA's organization and responsibility assignment during an emergency.

Once a disaster has been declared, the Catawba PSA Emergency plan will be activated, and staff will complete the Operation Checklist as outlined in Appendix F.

The Executive Director will have access to a laptop computer to maintain open and continuous communication with all staff, the Board of Directors, the State Unit on Aging, and all contractors. The Executive Director will also levy client assessment information, ensuring the feasibility of accessing information. All board meeting minutes will be maintained, as will readiness in conjunction with the current year area plan. Staff will be reminded to access the current State Unit on Aging Policies and Procedures Manual.

The Family Caregiver Advocate will also have access to a laptop computer to complete client assessment forms and contracts and access client records for informational purposes.

The Finance Director will maintain current contact information for all staff, the Board of Directors, the State Unit on Aging, and Contractors. In addition, the finance manager will maintain all current insurance policies. This individual will host records for the entire agency including the general ledger, accounts receivable, accounts payable, and any other irreplaceable financial records. The finance manager will also be responsible for the agency checkbook.

The Information and Referral Assistance Specialist will maintain a record of open cases and update client assessment forms.

The long-term care ombudsmen will also maintain records of open cases.

The Assessors will also have access to tablets and/or laptops to update and maintain records of open cases and client assessment forms.

All Staff will be required to access the Disaster Preparedness Plan. The agency will provide the necessary tools, including pens, pencils, and paper, to complete all record-keeping tasks. All current correspondence will be communicated continuously.

The CAAA will ensure the safety of its staff. After personal safety for one's family has been established, all staff shall report to Catawba AAA's administrative office. They will then share the responsibility for locating provider agencies and determining the status of provider agency facilities, clients' status, service needs, and conditions.

2. What is AAA's plan regarding the continuity of meal services during an emergency?

During an emergency (declared and unexpected closing), contractors in Chester, Lancaster, and York counties utilize shelf-stable meals provided through a grant relationship with Second Harvest Foodbank. The Catawba AAA does not reimburse for these meals. The back-up plan for Chester, Lancaster, and York counties would be to purchase meals from the list of emergency meal providers listed below.

The contractor for Union County has a contract to purchase emergency meals from Golden Gourmet Foods, which is utilized to purchase shelf-stable meals in case of an emergency.

The following is a list of emergency meal providers offering meals that meet the 1/3 RDI or RDA requirements available to contractors:

Organization	Contact Number	Website
CPI Foods, Inc.	(800) 549-9630	https://www.cpifoods.com
GA Foods	(800) 852-2211	https://sunmeadow.com
Golden Gourmet	(866) 950-9047	https://www.goldengourmetmeals.com
Senior Catering	(803)-345-1835	https://www.senior.cateringmenu.com
JA Foods	800-592-1173	https://www.packagedmealkit.com
Traditions Meal Solutions	577-936-8148	http://traditionsi.com/

3. What is AAA's plan regarding client welfare checks during an emergency?

The Catawba AAA contractors will serve as the primary organization for maintaining a list of seniors requiring assistance during an emergency. The Catawba AAA staff will assist in providing welfare checks to seniors as needed.

4. How will the AAA continue to perform other normal day to day activities during and after an emergency?

The Catawba AAA will maintain normal operations as much as possible by maintaining the ability to forward all telephone calls from the main office as long as telephone service remains operational. The Catawba staff will maintain the ability to operate remotely from staff residences.

III. Training

1. What methods will the AAA use to train staff in preparing/planning for emergency events?

The Catawba Staff will continue to attend monthly meetings provided by Midlands Healthcare Coalition Emergency Preparedness. Participate in appropriate training offered by members of the coalition especially those trainings offered by organizations in the Catawba Region.

2. What training will be given to Information and Referral staff so that they are knowledgeable regarding emergency-specific resources available to individuals seeking resources?

The staff will represent the Catawba AAA at VOAD meetings. In addition, the Executive Director and Program Developer will monitor emails from FEMA to disseminate information to staff and local service providers. All program staff will assist in disseminating information on emergency preparedness to caregivers and seniors by distributing written information and on-site and community educational activities for caregivers and seniors to self-prepare for emergency conditions. Staff will make a list of supplies readily available to seniors to have on hand to take with them should they need to evacuate. The list of supplies can be found in Appendix F.

IV. Emergency Collaborations

1. Provide a list of county emergency managers, partners, and contacts and explain how the AAA will work with each of these groups to plan for emergencies and how to respond to them.

Appendix B outlines a list of partners and contacts to be utilized in case of an emergency within the Catawba Region.

2. What meetings/workshops will the AAA staff attend during the next year to build partnerships with other agencies/organizations related to emergencies?

The Catawba AAA Executive Director attends the Midlands Healthcare Coalition Emergency Preparedness meetings monthly in Columbia, SC, along with members from 12 counties. The York, Chester, and Lancaster County Emergency Management Teams, representing the Catawba Region, attend this meeting.

The agenda includes the Office of Public Health Preparedness (OPHP), Updates- by OPHP staff, training & exercises by OPHP staff and coalition partners, and announcements and updates by coalition partners. Monthly meetings include a variety of topics related to Emergency preparedness. The agency works with Voluntary Organizations Active in Disaster (VOAD). An association of organizations in York County that mitigate and alleviate the impact of disasters, provides a forum promoting cooperation, communication, coordination, and collaboration, and fosters more effective delivery of services to communities affected by disaster.

V. Memorandum of Agreement

CAAA maintains a Memorandum of Agreements with Trident Area Agency on Aging, York County Council on Aging, and the Appalachian Council of Governments. A copy of the Memorandum of Agreement is included in Appendix. A

VI. AAA Contact Information

Provide current contact information for all staff involved in AAA emergency coordination.

Emergency Management Contact	Telephone Numbers (work and cell)	Email Address
Barbara J. Robinson	803-329-9670/[REDACTED]	Barbara.Robinson@catawba-aging.com
Caroline Grier	803-329-9670/[REDACTED]	Caroline.Grier@catawba-aging.com
Melissa Morrison	803-329-9670/[REDACTED]	Melissa.Morrison@catawba-aging.com
Kristina Brumfield	803-329-9670/[REDACTED]	Kristina.Brumfield@catawba-aging.com

ATTACHMENTS

Useful Resources

Mobile Applications

- SC Emergency Manager App (South Carolina Updates, Planning Tools & Shelter Status) (FREE)
<https://www.scmd.org/stay-informed/mobile-applications/>
- My Radar (winds, storm tracks & weather alerts) (FREE/PAID)
<https://myradar.com/>
- Hurricane Tracker (FREE/PAID)
<http://www.hurrtracker.com/Main/home.html>
- American Red Cross Emergency App (FREE)
<https://apps.apple.com/us/app/emergency-by-american-red/id954783878>
- FEMA (Federal Emergency Management Agency) (Emergency Alerts & Planning Tools) (FREE)
<https://www.fema.gov/about/news-multimedia/mobile-app-text-messages>

South Carolina Closures and Outages

- State Office Closures
<https://scemd.org/closings/>
- School Closures
<https://ed.sc.gov/districts-schools/schools/district-and-school-closures/>
- Power Outages
<https://poweroutage.us/area/state/south%20carolina>

A. Memorandum of Understanding

**Emergency Management Memorandum of Understanding (MOU)
Between Catawba Area Agency on Aging and York County Council on Aging**

WHEREAS, the Catawba Area Agency on Aging and the York County Council on Aging are subject to danger and damage anytime from natural disasters (earthquake, flood, hurricane, landslide, severe weather, tornadoes, tsunamis, wildfire, winter storm and extreme cold), biological or a man-made disaster; and

WHEREAS, the Catawba Area Agency on Aging and the York County Council on Aging propose this Emergency Management Memorandum of Understanding (MOU) to establish a formal working Mutual-Aid relationship between organizations in support of Emergency Management planning, response and recovery programs; and

WHEREAS, in light of their respective common goals to provide in-home and community-based senior services with as little interruption as possible as a result of natural or man-made emergency or disaster, Catawba Area Agency on Aging and York County Council on Aging recognize the need to maintain a strong coordination at a level that ensures efficient use of all available resources, consistent with the principles of each entity; and

WHEREAS, Catawba Area Agency on Aging and York County Council on Aging agree to encourage, coordinate, promote and support an ongoing relationship between both entities and to hold periodic partnership meetings to focus on, but not limited to, identifying and assessing an all hazards approach and associated risks, particularly as they relate to providing services to a vulnerable older adult population; and

WHEREAS, Catawba Area Agency on Aging and the York County Council on Aging would benefit from the development and adoption of this MOU; and

WHEREAS, both parties agree, but are not limited to the following:

- Cooperate in all areas of mutual interest as it relates to Emergency Management: sharing data, information, planning, response, recovery and other operational support programs.
- Provide a rapid coordinated and effective response with utilization of resources of both planning and service areas, including any resources on hand or available that are essential to the safety, care and welfare of seniors and family caregivers impacted in the event of a declared emergency.
- Allocate the responsibility for joint expenses only in writing and only in advances of any commitment.
- Appoint a representative from each agency to serve as a point of contact for matters relevant to this MOU.
- This MOU becomes effective on the date of execution and shall remain in effect unless terminated by written notification by either organization to the other.
- This MOU may be amended by written mutual agreement.

WHEREAS, the Executive Directors of the Catawba Area Agency on Aging and the York County Council on Aging have considered this Service Area MOU and has determined that it is in the best interest of seniors and family caregivers to approve such an MOU.

NOW, THEREFORE, IT IS HEREBY CONFIRMED THAT the Catawba Area Agency on Aging and the York County Council on Aging Memorandum of Understanding (herein referred to as the "Emergency Management MOU") therein is hereby approved.

EXECUTED THIS 10th DAY OF MARCH, 2023.

FOR CATAWBA AREA AGENCY ON AGING

FOR YORK COUNTY COUNCIL ON AGING

BY 

BY 

Barbara J. Robinson

Lauren Giles

PRINTED NAME

PRINTED NAME

Executive Director

Executive Director

TITLE

TITLE

**Emergency Management Memorandum of Understanding (MOU)
Between Trident Area Agency on Aging and Catawba Area Agency on Aging**

WHEREAS, the Trident Area Agency on Aging and the Catawba Area Agency on Aging are subject to danger and damage anytime from natural disasters (earthquake, flood, hurricane, landslide, severe weather, tornadoes, tsunamis, wildfire, winter storm and extreme cold), biological or a man-made disaster; and

WHEREAS, the Trident Area Agency on Aging and the Catawba Area Agency on Aging propose this Emergency Management Memorandum of Understanding (MOU) to establish a formal working Mutual-Aid relationship between organizations in support of Emergency Management planning, response and recovery programs; and

WHEREAS, in light of their respective common goals to provide in-home and community-based senior services with as little interruption as possible as a result of natural or man-made emergency or disaster, Trident Area Agency on Aging and Catawba Area Agency on Aging recognize the need to maintain a strong coordination at a level that ensures efficient use of all available resources, consistent with the principles of each entity; and

WHEREAS, Trident Area Agency on Aging and the Catawba Area Agency on Aging agree to encourage, coordinate, promote and support an ongoing relationship between both entities and to hold periodic partnership meetings to focus on, but not limited to, identifying and assessing an all hazards approach and associated risks, particularly as they relate to providing services to a vulnerable older adult population; and

WHEREAS, Trident Area Agency on Aging and the Catawba Area Agency on Aging would benefit from the development and adoption of this MOU; and

WHEREAS, both parties agree, but are not limited to the following:

- Cooperate in all areas of mutual interest as it relates to Emergency Management: sharing data, information, planning, response, recovery and other operational support programs.
- Provide a rapid coordinated and effective response with utilization of resources of both planning and service areas, including any resources on hand or available that are essential to the safety, care and welfare of seniors and family caregivers impacted in the event of a declared emergency.
- Allocate the responsibility for joint expenses only in writing and only in advances of any commitment.
- Appoint a representative from each agency to serve as a point of contact for matters relevant to this MOU.
- This MOU becomes effective on the date of execution and shall remain in effect unless terminated by written notification by either Area Agency on Aging to the other.
- This MOU may be amended by written mutual agreement.

WHEREAS, the Executive Directors of the Trident Area Agency on Aging and the Catawba Area Agency on Aging have considered this Multi-Planning and Service Area MOU and has determined that it is in the best interest of seniors and family caregivers to approve such an MOU.

NOW, THEREFORE, IT IS HEREBY CONFIRMED THAT the Trident Area Agency on Aging and the Catawba Area Agency on Aging Memorandum of Understanding (herein referred to as the **"Emergency Management MOU"**) therein is hereby approved.

EXECUTED THIS 1st DAY OF MARCH 2023.


FOR TRIDENT AREA AGENCY ON AGING

BY 

Stephanie M. Blunt
PRINTED NAME

Executive Director
TITLE

FOR CATAWBA AREA AGENCY ON AGING

BY 

Barbara J. Robinson
PRINTED NAME

Executive Director
TITLE

Memorandum of Understanding For Disaster Preparedness

The following Memorandum of Understanding (MOU) outlines an agreement between the Catawba Area Agency on Aging (CAAA) and the Appalachian Council of Government (ACOG) in the event of a natural (earthquake, flood, hurricane, landslide, severe weather, tornadoes, tsunamis, wildfire, winter storm and extreme cold), biological or a man-made disaster.

I. Purpose

The purpose of this MOU is to define a working relationship between the CAAA and ACOG in preparing for and responding to certain disaster situations. This MOU provides the broad framework for cooperation between CAAA and ACOG in rendering assistance and service to victims of disaster, as well as other services for which cooperation may be mutually beneficial.

II. Independence of Operations

Each party of this MOU will maintain its own identity in providing service. Each organization is separately responsible for establishing its own policies and procedures and financing its own activities.

III. Disasters/Emergencies Covered by this MOU

The Federal law governing disaster relief, found in Title 42, Chapter 68 of the United States Code, defines "emergency" and "major disasters" as follows:

Emergency- means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and Local efforts and capabilities to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States.

Major disaster- means any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this chapter to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

IV. Roles of USCOG and LSCOG

1. CAAA and ACOG will work with each other in coordination with other private agencies that may help to provide needed resources in the time of disaster or emergency.
2. CAAA and ACOG will share information related to effects of the disaster as permitted by law.

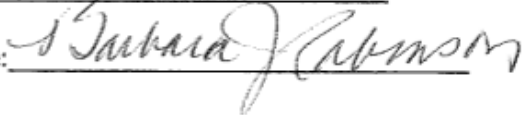
3. Assist with the coordination of disaster relief efforts as it relates to the programs under the CAAA and ACOG.
4. Allocate the responsibility for joint expenses only in writing and only in advances of any commitment.

This agreement will become effective upon signatures of CAAA Executive Director and Appalachian Council of Government Executive Director.

Catawba Area Agency on Aging

Printed


Name: Barbara J. Robinson

Signature: 

Appalachian

Printed Name: Steve Pelissier

Council of Governments

Signature: 

B. Emergency Contact Template

REGION: Catawba (03)

FISCAL YEAR 2024-2025

ANY CHANGES TO THIS INFORMATION MUST BE REPORTED TO THE AAA, EPO, AND South Carolina Department on Aging WITHIN TEN WORKING DAYS

COORDINATING AGENCIES (Agency Name & Street Address)	EMERGENCY CONTACT STAFF (Names and Job Titles)	HOME PHONE NUMBER (or After-Hours Numbers)
Area Agency On Aging		
Catawba Area Agency on Aging 2051 Ebenezer Road, Suite B Rock Hill, SC 29732	Executive Director, Barbara Robinson Information Specialist, Maiesha Paige LTC Ombudsman, Melissa Morrison Finance Director, Caroline H. Grier	██████████ ██████████ ██████████ ██████████
Area Agency Contractors		
1. York County Council on Aging - Chester County 917 Standard Road Rock Hill, SC 29730	1. Executive Director, Lauren Giles	1. 803-327-6694 ██████████
2. Lancaster County Council on Aging 309 S. Plantation Road Lancaster, SC 29720	2. Executive Director, Kylie Craig	2. 803-285-6956 ██████████
3. Union County Council on Aging 237 Gadberry Street Union, SC 29379	3. Executive Director, Tim Black	3. 864-427-4923 ██████████
4. York County Council on Aging 917 Standard Street Rock Hill, SC 29730	4. Executive Director, Lauren Giles	4. 803-327-6694 ██████████
Emergency Preparedness Offices		
Chester Emergency Preparedness	Ed Darby, Interim Director	803-377-4632
Lancaster Emergency Preparedness	Darren Player	803-285-7333
Union Emergency Preparedness	Lee Brannon	864-429-1620
York Emergency Preparedness	Chuck Haynes	803-329-6575
Volunteer Organizations		
York County Red Cross	Northern SC Office	803-329-6575/844-221-4160
Lancaster County Red Cross	Northern SC Office	803-329-6575/844-221-4160
Union County Red Cross	Upstate SC Office	864-271-8222/844-221-4160
Chester County Red Cross	Northern SC Office	803-329-6575/844-221-4160

C. Trainings

- FEMA
- SC DHEC
- Portlight Strategies (Emergency Preparedness for Disabled Adults)
- Red Cross –First Aid
- Community Emergency Response Teams (**CERT**)
- VOAD

D. On- Going Coordination Meeting Dates

- Update Healthcare Coalition – Meets each Quarter (March, June, September, December) in Greenville, SC –Union County is assigned to this Coalition.
- Midlands Healthcare Coalition- Meets monthly in Columbia, SC (Chester, Lancaster and York Counties are covered by the coalition.
- York County Emergency Management- Meets monthly in person or by teleconference- York County Council on Aging – Staff of York County Council on Agency serves as the liaison with the York County Emergency Management.
- Lancaster County Emergency Management- Staff of Lancaster Council on Aging attends monthly meeting
- Union County Emergency Management –Staff of Union County Council on Aging attends monthly meeting.
- Chester County Emergency Management- Staff of York County Council on Aging attends monthly meeting.

E. Operation Checklist

All staff members will secure their personal work area first, then assist others in securing remaining areas. The following procedures will be followed:

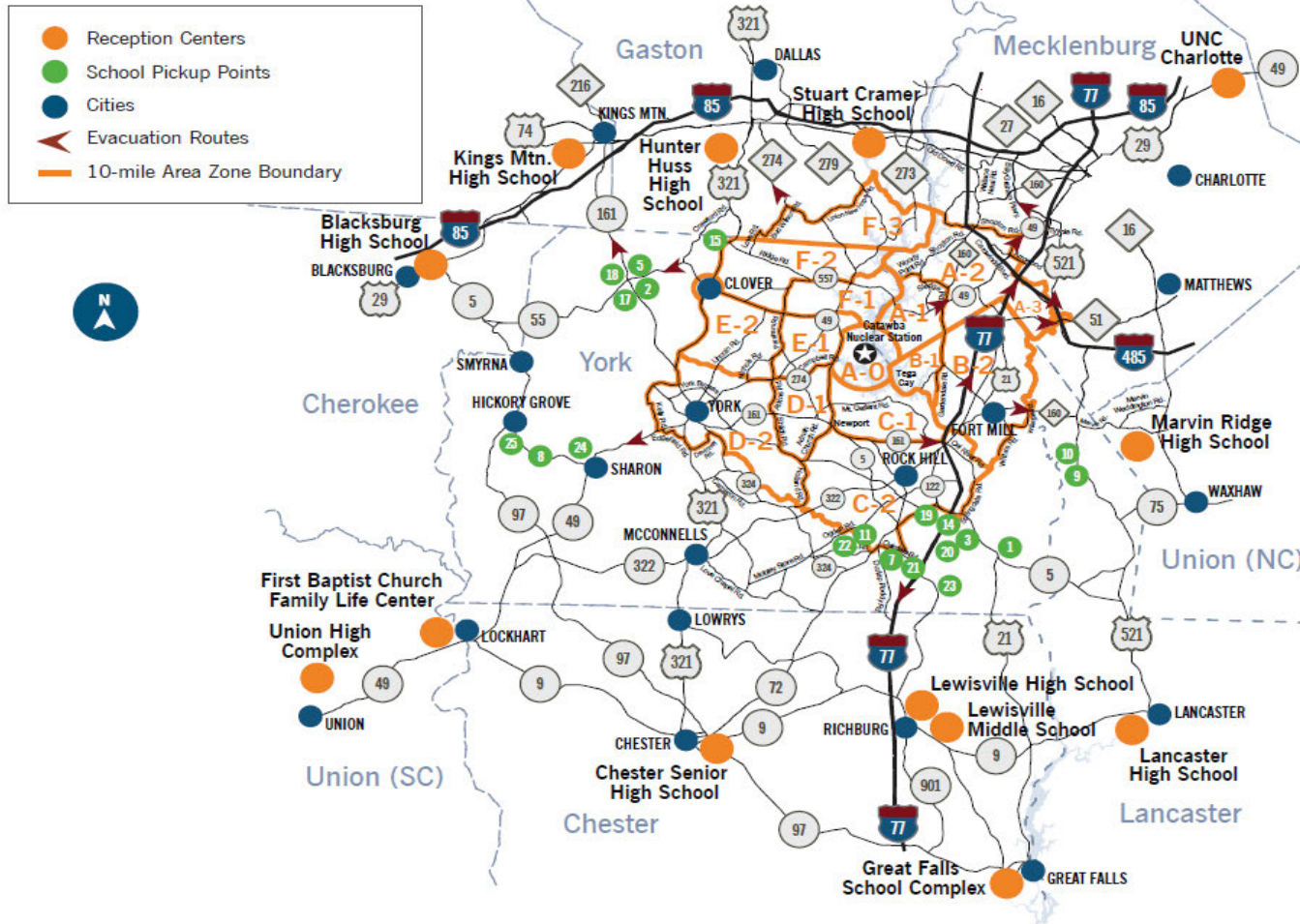
- ☐ Staff will be notified of the need to shut down and the office closing, if any. This may occur via email, voice mail or personal contact.
- ☐ Shutdown will include the securing of office equipment and work products as follows. Critical work items, such as working papers, critical documents, plans, contracts, etc., should be placed in plastic bags, if possible, or in boxes and moved to interior offices as time and the situation warrant.
- ☐ Designated and Alternate staff for each area will ensure the following: (Staff designated should not be those who would require early dismissal due to caregiving responsibilities.)
- ☐ Prior purchase/storage of rolled plastic and lawn trash bags to cover monitors, computers, printers, and other equipment in each area.
- ☐ Window blinds will be closed, and all doors should be closed including those in conference rooms, reception area and offices.
- ☐ All paperwork, files, and books not in filing cabinets should be placed in filing cabinets as time permits.
- ☐ All telephones, computers, monitors, and desktop equipment should be unplugged from wall and covered with plastic bag, if possible.
- ☐ For computers, staff should save all critical work to the network, turn off and unplug the computer. Network drives are backed up daily through Metrolina Computer; therefore, all critical data and/or files should be saved to the network.
- ☐ Staff members should stay tuned to local television and radio stations for reports of office closure and reopening.

F. List of Supplies for Evacuation

- Water - one gallon per person, per day
- Food - nonperishable, easy-to-prepare items
- Flashlight
- Battery powered or hand crank radio (NOAA Weather Radio, if possible)
- Extra batteries
- Lighter/Matches
- First aid kit
- Medications (seven-day supply), other medical supplies, and medical paperwork (e.g., medication list and pertinent medical information)
- Sanitation and personal hygiene items
- Copies of personal documents (proof of address, deed/lease to home, passports, birth certificates and insurance policies)
- Cell phone with chargers
- Family and emergency contact information
- Extra cash
- Emergency blanket
- Map(s) of the area
- Extra set of car keys and house keys
- Manual can opener
- Medical supplies (e.g., hearing aids with extra batteries, glasses, contact lenses, syringes, or a cane)

G. Evacuation Zones

Catawba Nuclear Station Emergency Planning Zones, Reception Centers and Pickup Points



Pickup Points for South Carolina Schools – see below for Reception Centers

Facility	Zone		Pickup point
Applied Technology Center-Clover	E-2	18	Midway Baptist Church
Applied Technology Ctr.-Rock Hill	C-2	3	Rock Hill High School
Banks Trail Middle School	B-2	9	Indian Land High School
Bellevue Elementary School	C-2	1	Lesslie Elementary School
Bethel Elementary School	F-1	15	Bowling Green Presby. Church
Blue Eagle Academy	E-2	2	Bethany Elementary School
Central Child Development Center	C-2	19	Flexible Learn. Ctr./Old Castle Hts.
Children's School at Sylvia Circle	C-2	7	Oakdale Elementary School
Clover High School	E-2	18	Midway Baptist Church
Clover Middle School	E-2	2	Bethany Elementary School
Cottonbelt Elementary School	D-2	24	Town of Sharon Community Center
Crowders Creek Elem. School	F-1	5	Bethany ARP Church
Doby's Bridge Elementary School	B-2	10	Indian Land Elem. School
Dutchman Creek Middle School	C-1	19	Flexible Learn. Ctr./Old Castle Hts.
Ebenezer Avenue Elem. School	C-2	20	Castle Heights Middle School
Ebinport Elementary School	C-2	3	Rock Hill High School
Finley Road Elem. School	C-2	7	Oakdale Elementary School
Floyd D. Johnson Technical Ctr.	D-2	8	Hickory Grove/Sharon Elem.
Fort Mill Elementary School	B-2	10	Indian Land Elem. School
Fort Mill High School	B-2	9	Indian Land High School
Fort Mill Middle School	B-2	9	Indian Land High School
Gold Hill Elementary School	B-2	10	Indian Land Elem. School
Gold Hill Middle School	B-2	9	Indian Land High School
Griggs Rd. Elementary School	F-2	2	Bethany Elementary School
Harold C. Johnson Elem. School	D-2	8	Hickory Grove/Sharon Elem.

Hunter Street Elem. School	D-2	8	Hickory Grove/Sharon Elem.
India Hook Elementary School	C-1	23	Mt. Holly Elementary School
Jefferson Elementary School	D-2	24	Town of Sharon Community Center
Kinard Elementary School	E-2	17	Oakdale Presbyterian Church
Larne Elementary School	E-2	17	Oakdale Presbyterian Church
Mount Gallant Elementary School	C-1	3	Rock Hill High School
Nation Ford High School	B-2	9	Indian Land High School
Northside Elementary School	C-2	1	Lesslie Elementary School
Northwestern High School	C-2	22	South Pointe High School
Oakridge Middle School	F-2	15	Bowling Green Presby. Church
Old Pointe Elementary School	C-2	22	South Pointe High School
Orchard Park Elementary School	B-2	10	Indian Land Elem. School
Pinckney Street Learning Center	D-2	8	Hickory Grove/Sharon Elem.
Pleasant Knoll Elementary School	B-2	10	Indian Land Elem. School
Rawlinson Road Middle School	C-2	11	Saluda Trail Middle School
Richmond Drive Elem. School	C-2	23	Mt. Holly Elementary School
Riverview Elementary School	B-2	10	Indian Land Elem. School
Rosewood Elementary School	C-1	19	Flexible Learn. Ctr./Old Castle Hts.
Springfield Elementary School	B-2	10	Indian Land Elem. School
Springfield Middle School	B-2	9	Indian Land High School
Sugar Creek Elementary School	B-2	10	Indian Land Elem. School
Sullivan Middle School	C-2	20	Castle Heights Middle School
Sunset Park Elementary School	C-2	11	Saluda Trail Middle School
Tega Cay Elementary School	B-1	10	Indian Land Elem. School
York Comprehensive High School	D-2	8	Hickory Grove/Sharon Elem.
York Intermediate School	D-2	25	Hickory Grove Magistrate's Office
York Middle School	D-2	25	Hickory Grove Magistrate's Office
York Road Elementary School	C-2	14	Independence Elem. School

Reception Centers for North Carolina and South Carolina Schools

North Carolina Schools

Facility	Zone	Reception center
Berewick Elementary School	A-2	UNC Charlotte
Forestview High School	F-3	Hunter Huss High School
Kennedy Middle School	A-2	UNC Charlotte
Lake Wylie Elementary School	A-2	UNC Charlotte
Palisades Park Elementary School	A-1	UNC Charlotte
Pineville Elementary School	A-3	UNC Charlotte
River Gate Elementary School	A-2	UNC Charlotte
Rod of God Christian Academy	A-2	UNC Charlotte
Steele Creek Elementary School	A-2	UNC Charlotte
Southwest Middle School	A-1	UNC Charlotte
The Olympic Community of Schools	A-2	UNC Charlotte
W. A. Bess Elementary School	F-3	Hunter Huss High School
Winget Park Elementary School	A-2	UNC Charlotte

South Carolina Schools

Zone	Reception center	Zone	Reception center
B-1	Lancaster High School	D-2	Blacksburg High School
B-2		E-2	
C-1		F-1	
C-2		F-2	

*Note: Reception center for Winthrop University is Lewisville High School.

H. Shelters

American Red Cross Sheltering Information for Hurricanes, Floods, Ice Storms and other Disasters

When making your plans for a disaster, going to a shelter should be considered only if you cannot leave town. Remember, these shelters are in schools, churches, public facilities, etc. There are no beds or cots. There are no showers. There is no privacy. If power goes out, there will be no electricity. a shelter is just that, a temporary place.

If you do go to a Red Cross approved shelter, you will need to be considerate of the other people there. The Red Cross has issued guidelines that will help you get through this stressful time. Rules to be followed:

- No weapons
- No drugs
- No alcohol
- No pets
- No smoking in the building

There are other things that the Red Cross will ask you to do:

- Register when you arrive
- Sign in and out when entering or leaving
- Watch your children
- Keep food and beverages in designated areas
- Be careful with your valuables as they are your responsibility
- Respect quiet hours
- Keep your area clean
- Help keep the shelter clean

Remember that these shelters are provided as a free community service by the Red Cross in conjunction with their partners. Your assistance in keeping the shelters clean and orderly will help to make sure that the service continues in the future.

Shelters are generally the place of last resort. Individuals and families are encouraged to have emergency plans in place. These plans should include relatives or friends with whom you can stay or locations to which you will travel.

In the event you must use a shelter visit the American Red Cross Shelter Finder, <http://app.redcross.org/nss-app/> to search for Red Cross Shelters by address, city, state, and/or zip code. Shelter information is updated every 30 minutes from the National Shelter System.

Other Shelters

York County

The Haven Men's Shelter, 1453 Archive Street, Rock Hill, 803-328-1143, providing shelter for homeless men

Family Promise of York County, 404 E. Main Street, Rock Hill, 803-329-2456, provides shelter for homeless parents and children.

Men's Emergency Winter Shelter, Bethel United Methodist Church, 1232 Curtis Street, Rock Hill, 803-324-5141, opens nights from November 15th –February.

The Life House Women's Shelter 314 N. Wilson Street, Jefferson Avenue, Rock Hill, SC 29730, (803) 598-0476. The organization provides transitional housing/shelter for homeless women.

Pilgrims' Inn, 236 W. Main Street, Rock Hill, 803-327-4227, provides transitional housing/shelter for women and their children.

Salvation Army, 803-324-5141, provides fire victims aid and travelers' aid.

Tender Hearts House of Hope, 145 Blackburn St, York, 803-684-3131, provides emergency shelter for women and children.

Women and Children's Emergency Winter Shelter, Salvation Army, 119 Charlotte Avenue, Rock Hill, 803-324-5141, opens nights from November 16th - February.

Lancaster County

Aston Wilkes Society, 803-799-2490, provides transitional housing for homeless.

Family Promise, 304 E. Arch Street, Lancaster, 803-313-3060, provides shelter for homeless parents and their children.

HOPE in Lancaster, Inc., 803-286-4673, 2008 Pageland Hwy, provides short-term emergency assistance for people who are in a crisis situation.

KARE, 803-475-4173, provides assistance to neighbors who find themselves in need University of South Carolina Lancaster Campus Severe Weather Shelters, contact John Rutledge-Director of law enforcement & security rutledj@mailbox.sc.edu Phone: 803-313-7156

Chester County

Salvation Army, 803-324-5141, provides fire victims aid and travelers' aid (services rendered through Rock Hill office).

Turning Point, Chester, 803-581-0219, 112 Gadsden Street, provides support for homeless men dealing with substance abuse, drug abuse, not a shelter. The program includes phase one and two. Operate a thrift store and a food pantry.

Union County

Salvation Army, 864-427-0656, 215 S. Mountain Street, Union, provides fire victims and travelers' aid

VOUNTEER ORGANIZATIONS

York County Red Cross

803-329-6575 (phone)

Lancaster County Red Cross

803-283-4072

Chester County Red Cross

803-329-6575

Union County Red Cross

864-271-8222

I. PUBLIC INFORMATION: Catawba Region Emergency Resources

Chester County

Emergency 911

Chester Ambulance (803) 377-1132

Chester County Disaster Preparedness (803) 377-4632

Local Radio Stations WGCD 1490AM, WRBK 90.3FM & WAGL 1560AM (Lancaster County)

Local Weather Channels CN2, WOSCTV & CBS

Chester County Sheriff (803) 581-5131

Chester County RTMA (803) 385-3838

DHEC Environmental Quality Control (803)740-1590

DHEC 24-Hour Emergency Response (803) 253-6488

DHEC Bureau of Drinking Water Protection (803) 734-5341

National Guard (803) 280-3583

Poison Control Center 1-800-222-1222

Regional DDSN (803) 285-4368

Duke Energy Electric 1-800-769-3766

Fairfield Electric 1-800-628-0336

MUSC Chester Regional Medical Center (803) 581-3151

SC Highway Patrol Troop 4, Post C (803) 581-8816

SC Emergency Preparedness (803) 737-8500

Local Paper - Chester News & Reporter & The Herald

Lancaster County

Emergency 911

Lancaster Ambulance (803) 283-4134

Lancaster County Disaster Preparedness (803) 283-8888

Local Radio Stations WRHI 1340AM – 94.3FM, WRHM 107.1FM & WAGL 1560AM

Local Weather Channels CN2, WOSCTV & CBS

Lancaster County Sheriff (803) 283-3388

Lancaster County RTMA (803) 285-6956

DHEC Environmental Quality Control (803) 285-7461

DHEC 24-Hour Emergency Response (803) 253-6488

DHEC Bureau of Drinking Water Protection (864) 898-3554

National Guard (803) 280-3583

Poison Control Center 1-800-222-1222

Regional DDSN (803) 285-4368

QElectric (803) 246-8355

MUSC Health Lancaster Medical Center (803) 286-1479

SC Highway Patrol (803) 761-8190

SC Emergency Preparedness (803) 734-8500

Local Paper -The Lancaster News

Union County

Emergency 911

Union Ambulance (864) 429-1600

Union County Disaster Preparedness (864) 429-1600 or (803) 737-8500 (Columbia)

Local Radio Stations WBCU 1460AM – 103.5FM & WASC 1530AM

Local Weather Channels CN2, WOSCTV & CBS

Union County Sheriff (864) 429-1612

Union County RTMA (864) 429-1600

DHEC Environmental Quality Control (864) 372-3273

DHEC 24-Hour Emergency Response (803) 253-6488

DHEC Bureau of Drinking Water Protection (803) 898-3432; option 2

National Guard (864) 427-4359

Poison Control Center 1-800-222-1222

Regional DDSN (864) 429-5667

Lockhart Power Company (864) 545-2211

Union Medical Center/Spartanburg Regional Medical Center (864) 301-2000

SC Highway Patrol (864) 489-3117 Troop 4, Post A

SC Emergency Preparedness (803) 737-8500

Local Paper - Union Daily Times/Union County News

York County

Emergency 911

York Ambulance (803) 329-1110

York County Disaster Preparedness (803) 326-2300

Local Radio Stations WRHI 1340, WNSC 88.9FM & WAVO 1150AM

Local Weather Channels CN2, WOSCTV & CBS

York County Sheriff (803) 628-3059

York County RTMA (803) 327-6694

DHEC Environmental Quality Control (803) 285-7461

DHEC 24-Hour Emergency Response (803) 253-6488

DHEC Bureau of Drinking Water Protection (803) 285-7461 Betsy Carter

National Guard (803) 280-3583

Poison Control Center 1-800-222-1222

Regional DDSN (803) 628-5999

City of Rock Hill (803) 329-5500

Local Paper - The Herald

J. **County Emergency Management Contacts**

York County

Emergency Management

Chuck Hanes, Director,

Candie Jurey Planner

Malcom Leirmoe- Deputy Director

Deborah Chilsom Web site - <http://www.yorkcountygov.com/departments/emergency>

146 W Black Street, Rock Hill, SC 29730

803-324-7420 (phone); 803-324-7420 (fax)

Lancaster County Emergency Management

Darren Player, Director (803)313-8050

Keith Wilson, Assistant Director (803) 313-8055

111 Covenant Place or PO Box 1809, Lancaster, SC

803-285-7333 (phone); 803-289-2933 and 1-866-514-9734 (fax)

Chester County Emergency Management

Ed Darby, Director

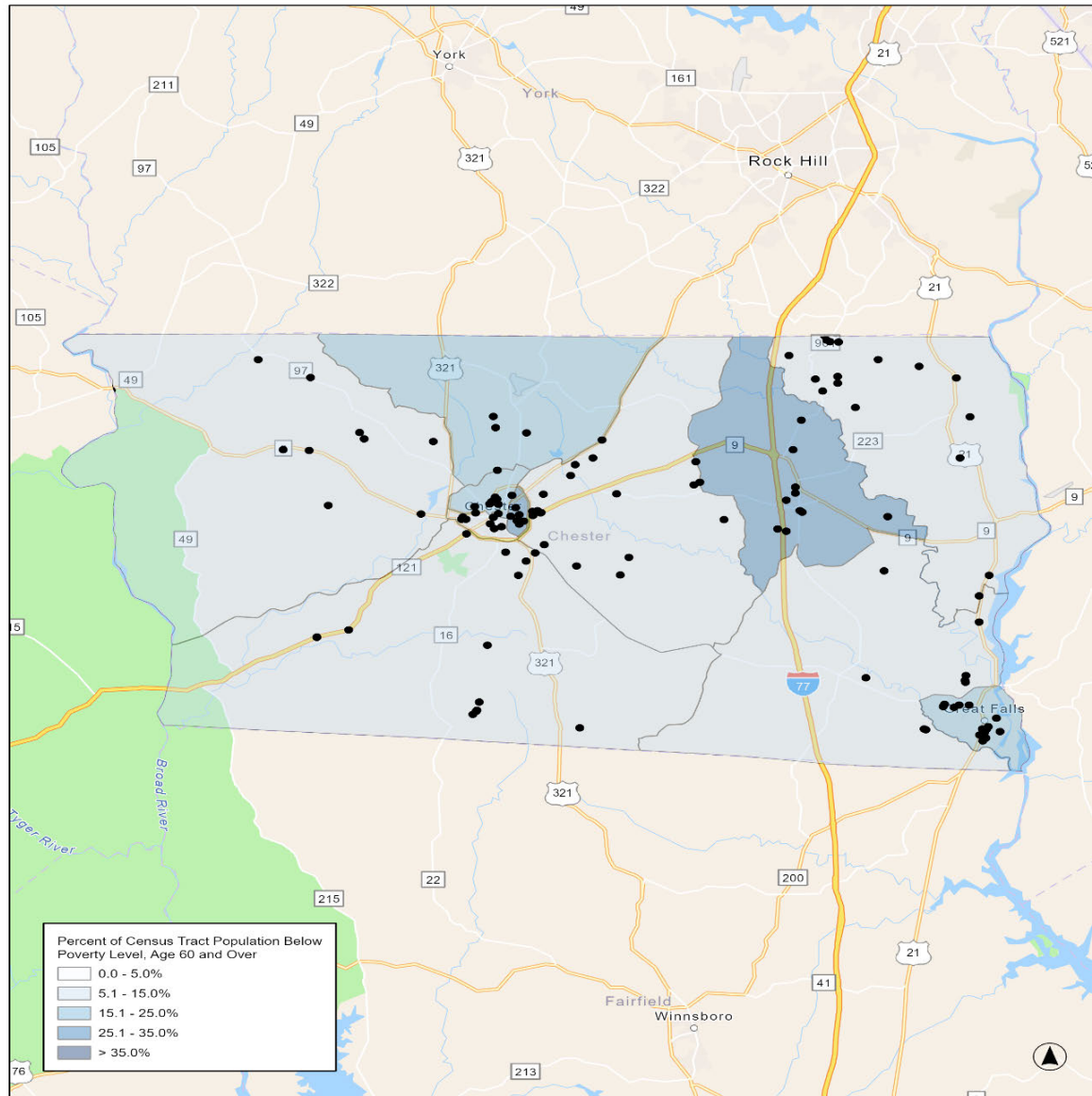
Laura Kunzie, Deputy Director

City Fire Department (Basement), PO Box 73, Chester, SC 29706
(phone) 803-377-4632

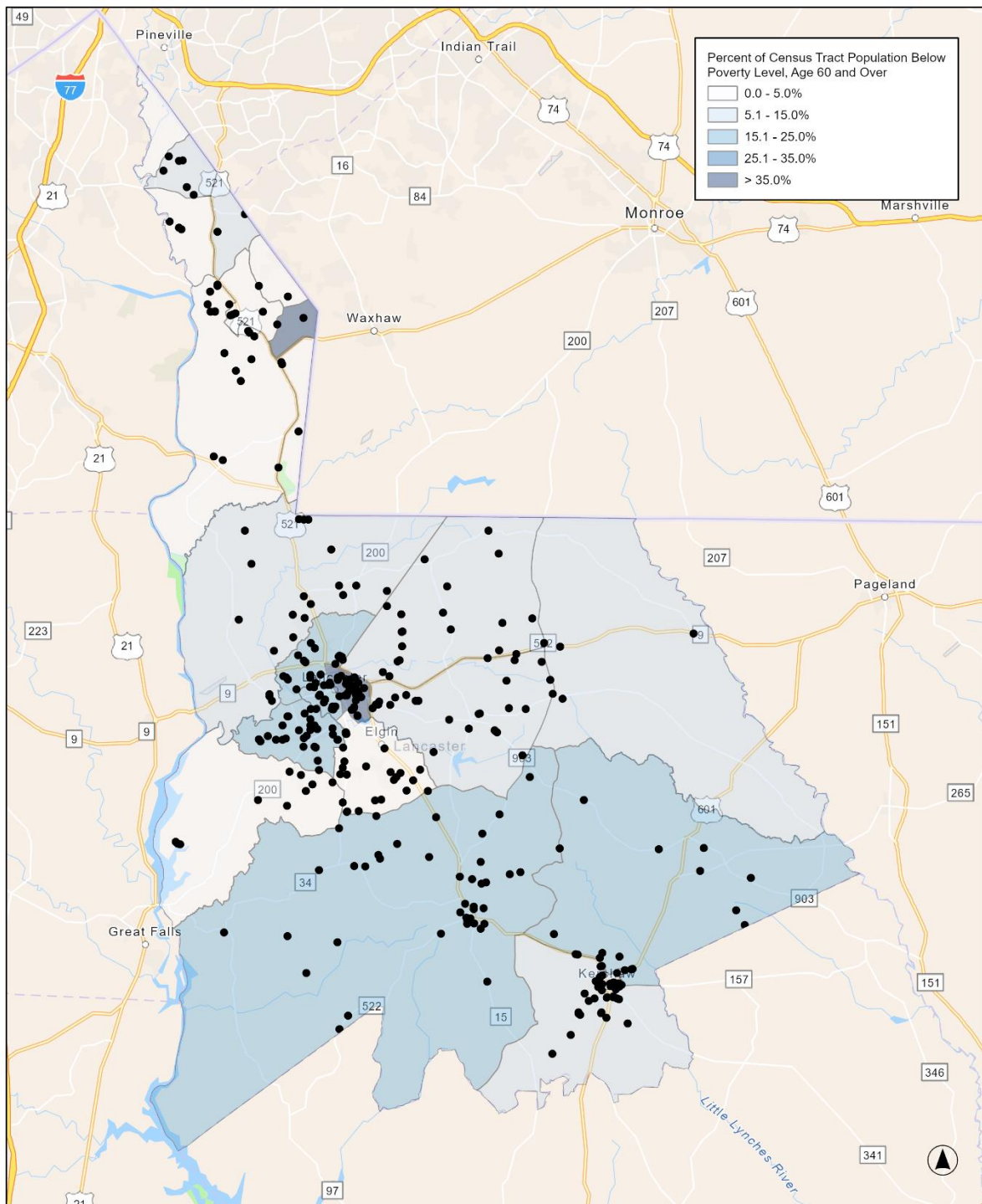
Union County Emergency Services Division

Lee Brannon, Director; 864-466-4778 or
cell 864-426-0702

414 S. Pickney Street, Union
864-429-1622 (fax)

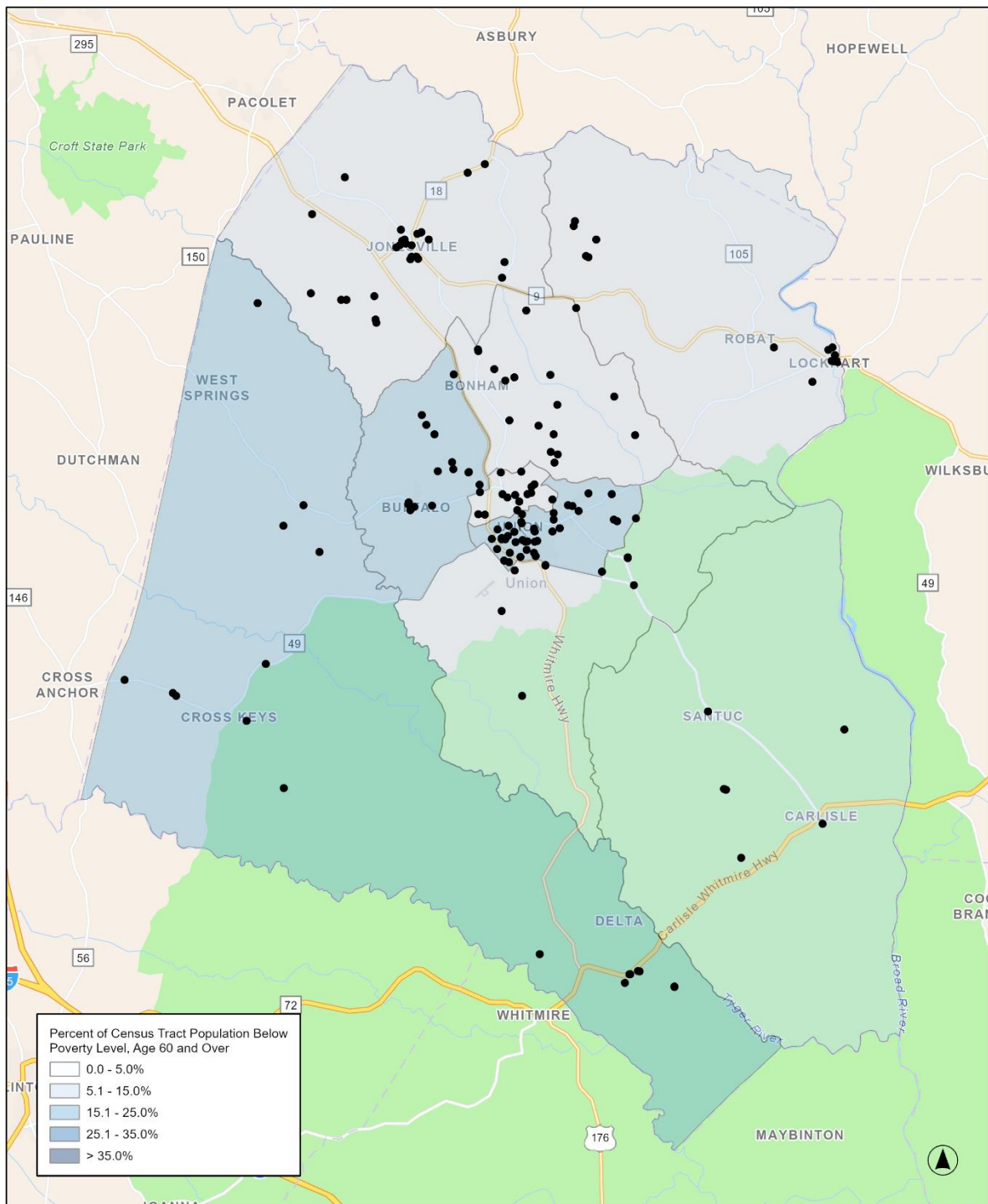


Home Delivered Meals
by Client Home Location, Chester County



Home Delivered Meals
by Client Home Location, Lancaster County

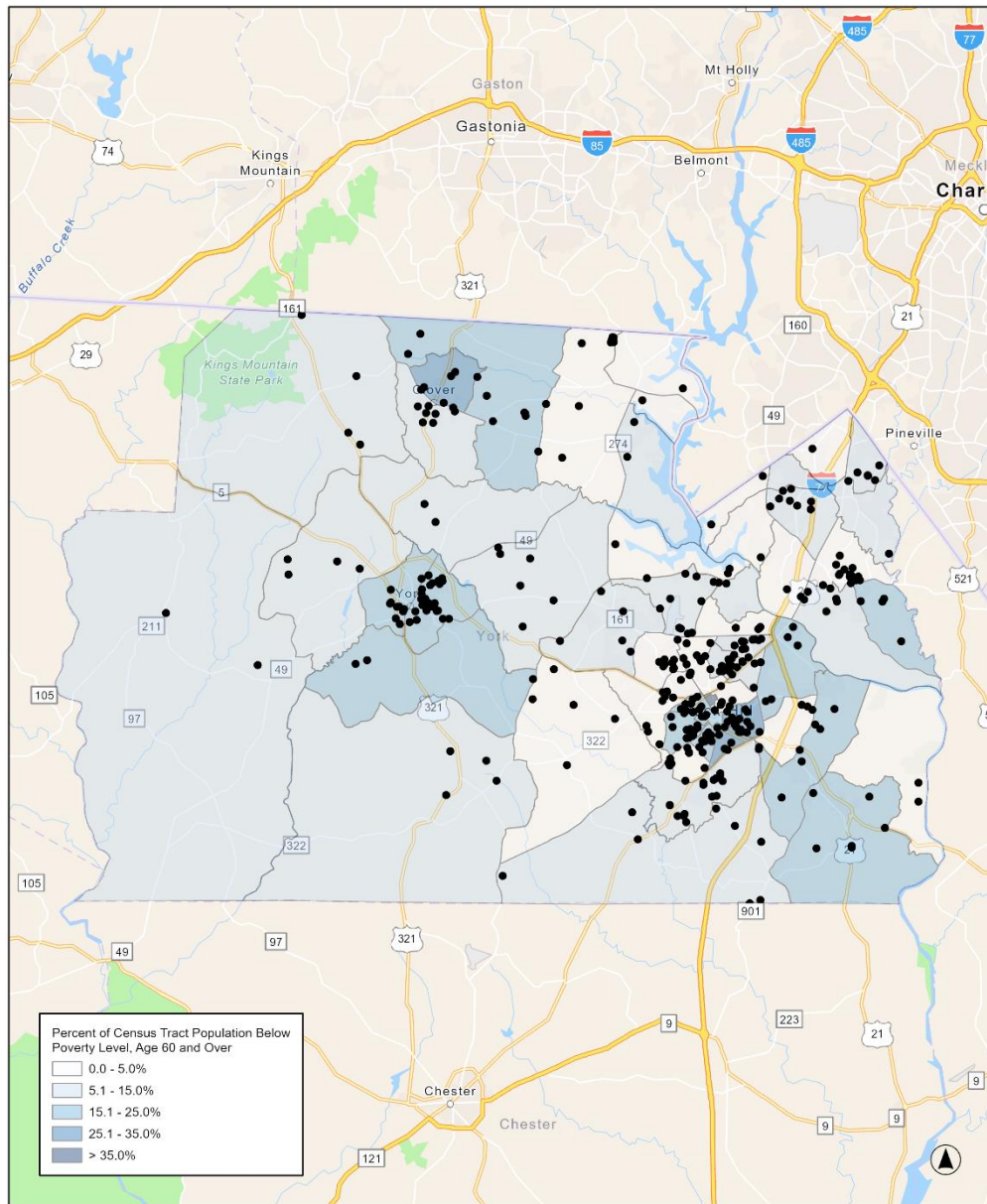




Home Delivered Meals

by Client Home Location, Union County





Home Delivered Meals
by Client Home Location, York County



Identifying “High Risk” Clients

In January of 2022, SCDOA created a new AIM report to assist the AAA and their providers in identifying “High Risk” clients: **YEmrgInfo**.

- Please see step-by-step instructions on how to access and export this report.

SLIDE ONE

AIM Report: YEmrgInfo

- A new AIM report has been created to meet the AAA and contractors needs for **all** emergencies. It is the **YEmrgInfo**. Step-by-step directions are included.

Step 1: Click
Report



Step 2: in
the find field
enter
YEmrgInfo



Report ID	Report Title	Report Info
01 SFY22 MUSE for B, C1, C2	SFY22 MUSE for B, C1, C2	SFY22-MUSE-1
01 SFY22 State	SFY22 MUSE State	SFY22-MUSE-1
2 SFY22 y12Month	SFY22 LOB Group Services for Month - Detailed	SFY22-y12Month
3 SFY22 y12Month	SFY22 LOB Group Services Month SUM ONLY	SFY22-y12Month
4 SFY22 y12Month	SFY22 LOB Group Services YTD - Detailed	SFY22-y12Month
5 SFY22 y12Month	SFY22 LOB Group Services YTD SUM ONLY	SFY22-y12Month
6 SFY22 H1 Month	SFY22 H1 E Report for a Month	SFY22-H1Month

Find:

Type of Search:
☒ Report ID
☐ Report Title
☐ Report File
☐ Report Key

Warning! - If you have clients in the database that have been sent to the Remove Deleted Clients screen, some reports may not show accurate results. In order for the reports to be accurate, you must first clear the deleted clients. You can do this by clicking on Screens -> Maintenance -> Remove Deleted Clients.

SLIDE TWO

The screenshot shows a 'Report Quick Find' dialog box with a table of reports. A red arrow points to the 'Find:' text box, and another red arrow points to the 'OK' button. A blue callout box with the text 'Step 3: Press Ok' is positioned over the 'OK' button. A warning message is visible at the bottom left of the dialog box.

Report Id	Report Title	Report Infile
YEmergInfo	Client Info with Emergency Evac info	YEmergInfo.ini
YFalls	Clients who Fell	YFalls.ini
YFIX19MUSRState	YFIX FY19 MUSR State (with no 0s lines)	YFIX2019MUSRState
YHomebound	Clients who are Homebound	YHomeBound.ini
YNeedsCheck	Client Alone and Needs Checking	YNeedsCheck.ini
YNutNeed	Client Info those with less than 3 days food	YNutNeed.ini
YSummProv	Y Summary Provider Units Like ZMUSR	YSummProv.ini

Find: YEmergInfo

Type of Search
☒ Report ID
☐ Report Title
☐ Deleted File

Warning! If you have some reports may not clear the deleted clients. If you have been sent to the Remove Deleted Clients Bin order for the reports to be run accurately you must first log on Screens --> Maintenance --> Remove Deleted Clients

Step 3: Press Ok

SLIDE THREE

To the right is the completed report. It is very long. We **do not recommend** printing this report.

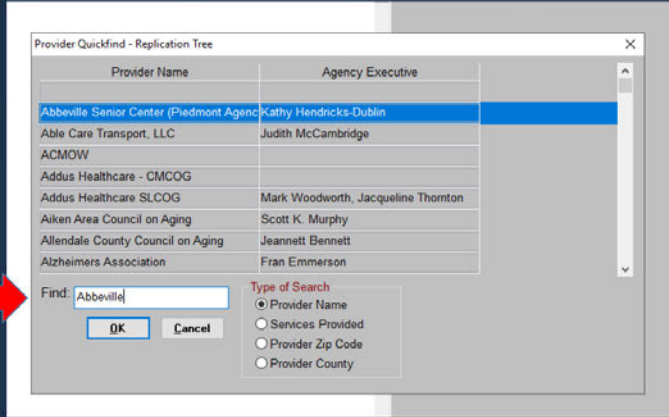
Step 6: To the left is the Export Report option. Press this option and have the report sent to your email. Remember your AIM password is in **ALL CAPS**. We **recommend** this is how to use this report.

The screenshot shows a software window with a menu bar containing 'Printer Setup', 'Criteria', 'Export Report', and 'Print'. Below the menu bar is a 'Zoom' section with a 'Percent' dropdown set to '100', radio buttons for 'Custom', '30%', '65%', '100%', and '200%', and a 'Show Rulers' checkbox. The main content area displays a report titled 'List of Clients Receiving Services From 12/01/2021 To 12/31/2021 With Contact and Emergency Evacuation Information'. The report is a table with columns: ClientID, Name, Phone, Caseworker, and Last Assess Date. It lists two clients with their respective details, including age, county, work status, and various needs (e.g., Needs Evac, Needs Lift, Needs Ambulance, On Oxygen, Meds Need Fridge, Needs Elec No).

ClientID	Name	Phone	Caseworker	Last Assess Date
[REDACTED]	[REDACTED] bris ghway	(864) 223-5934	[REDACTED]	7/22/2021
	Age: 88 County: Abbeville			
	Cell: [REDACTED] Work: [REDACTED]			
	Needs Evac: Yes Needs Lift: No Needs Ambulance: No On Oxygen: No Meds Need Fridge: No Needs Elec No			
[REDACTED]	[REDACTED] a	(864) 378-9192	[REDACTED]	2/9/2021
	Age: 75 County: Abbeville			
	Cell: [REDACTED] Work: [REDACTED]			
	Needs Evac: Yes Needs Lift: No Needs Ambulance: No On Oxygen: No Meds Need Fridge: No Needs Elec No			

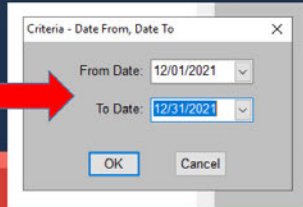
SLIDE FOUR

Step 4: Enter the name of the agency you want to run the report for. We **recommend** you run this report at the provider level.



Provider Name	Agency Executive
Abbeville Senior Center (Piedmont Agency)	Kathy Hendricks-Dublin
Able Care Transport, LLC	Judith McCambridge
ACMOW	
Addus Healthcare - CMCOG	
Addus Healthcare SLCOG	Mark Woodworth, Jacqueline Thornton
Aiken Area Council on Aging	Scott K. Murphy
Allendale County Council on Aging	Jeannett Bennett
Alzheimers Association	Fran Emmerson

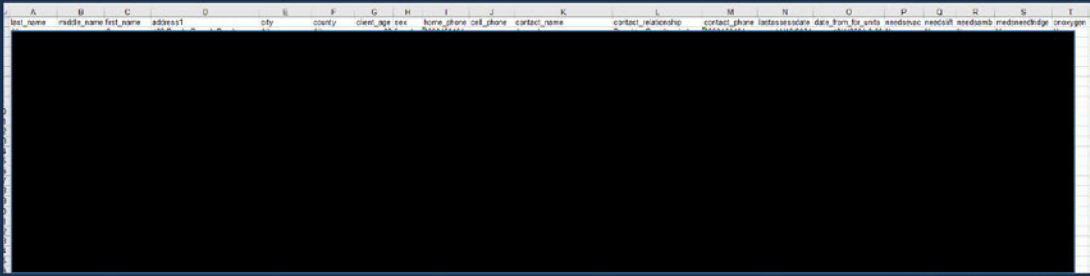
Step 5: Select data range you want to run the report. **Suggestion:** run for last serving month.



Criteria - Date From, Date To
From Date: 12/01/2021
To Date: 12/31/2021

SLIDE FIVE

YEmrgInfor Report in Excel



This report contains lots of data rich information. It pulls important information such as the clients name, address, phone number, age, services receiving, if the need help evacuating, if the need specialized transportation, etc. By having this report in excel you can use the filter option in excel and pivot tables to help analyze each county's information.

Please be sure for privacy and confidentiality requirements you **strip all sensitive data such as DOB, AIM ID number and the services they are receiving**, before share this excel report with partners.

R. Useful Resources:

Mobile Applications

- **SC Emergency Manager App (South Carolina Updates, Planning Tools & Shelter Status) (FREE)**
<https://www.scmd.org/stay-informed/mobile-applications/>
- **My Radar (winds, storm tracks & weather alerts) (FREE/PAID)**
<https://myradar.com/>
- **Hurricane Tracker (FREE/PAID)**
<http://www.hurrtracker.com/Main/home.html>
- **American Red Cross Emergency App (FREE)**
<https://apps.apple.com/us/app/emergency-by-american-red/id954783878>
- **FEMA (Federal Emergency Management Agency) (Emergency Alerts & Planning Tools) (FREE)**
[https://www.fema.gov/about/news-multimedia/mobile-app-text-](https://www.fema.gov/about/news-multimedia/mobile-app-text-messages)

[messages](#) South Carolina Closures and Outages

- **State Office Closures**
<https://scemd.org/closings/>
- **School Closures**
<https://ed.sc.gov/districts-schools/schools/district-and-school-closures/>
- **Power Outages**
<https://poweroutage.us/area/state/south%20carolina>