

PURPOSE

The purpose of this Standard Operating Procedure is to establish the guidelines and procedures for the Beaufort County Incident Emergency Response and Incident Re-Entry passes. It is the intent of the elected leadership of the municipalities within Beaufort County, the County of Beaufort and the Sheriff of Beaufort County that in order to establish and maintain a safe environment after a catastrophic event caused by either nature or man, that an Incident Emergency Response and an Incident Re-Entry Pass System be prepared and executed as necessary. This Incident Emergency Response and Incident Re-Entry Pass System shall be administered and overseen by the Beaufort County Sheriff's Office Emergency Management Division in coordination with the Emergency Management Coordinators of the various municipalities. Issuance of the Incident Emergency Response and Incident Re-Entry passes shall be a joint effort between Beaufort County and the municipalities. Participation in the Incident Emergency Response and Incident Re-Entry Pass System shall require signatures on Memorandum of Agreement documents between the interested parties. **Should any entity choose not to participate in the Memorandum of Agreement that entity shall not participate in the Incident Emergency Response and Incident Re-Entry Pass System program.**

The Incident Emergency Response and Incident Re-Entry passes are intended primarily for hurricane operations. However, they can and will be used for any major incident or catastrophic event that affects any portion of Beaufort County.

The Beaufort County Incident Emergency Response and Re-Entry Pass System was developed to support the response phase of a major incident or catastrophic event impacting Beaufort County and/or its surrounding municipalities. The Incident Emergency Response and Re-Entry Pass System was designed based on the assumption of catastrophic damage to Beaufort County and ensures the resources needed to support the response of a **significant** disaster have the necessary access to the devastated areas.

This Standard Operating Procedure is derived from Homeland Security's National Preparedness Goal where response refers to saving and sustaining lives, stabilizing the incident as well as rapidly meeting basic human needs to include but not limited to restoring community functionality, establishing a safe and secure environment and supporting the transition to recovery. Additionally, the Beaufort County Incident Emergency Response and Re-Entry Pass System provides a method to allow additional resources into communities as the response missions are accomplished and the community begins to transition to long-term recovery operations. Recovery includes the capabilities needed to assist communities affected by an incident to recover effectively. These capabilities include but are not limited to re-establishing business, home and rental communities or properties as well as support to ensure care for individuals to maintain and restore health, safety and independence and livelihoods, especially those who have experienced financial, emotional and physical hardships.

The recovery phase of an incident is not applicable to this Standard Operating Procedure as the Beaufort County Incident Emergency Response and Re-Entry Pass System will no longer be in place, depending on the severity of the incident.

Requests for Incident Emergency Response passes and Incident Re-Entry passes will only be accepted from January 1st thru April 30th of each year. After that time, no passes will be issued from any participating entity. Although, some extenuating circumstances may arise, under those exceptions, only the Sheriff of Beaufort County can authorize the issuance of passes outside of the stated time frame. **Lost passes are the responsibility of the pass holder and/or agency and will not be reprinted.**

Incident Emergency Response and Incident Re-Entry Passes are good for two years. They will commence on January 1st and expire December 31st of the second year. EXAMPLE: January 1, 2025, till December 31, 2026. Upon expiration, it is the responsibility of the pass holder and/or agency to re-apply for new passes. Incident Emergency Response Passes for Elected Officials expire at the end of their term.

Please note that the Incident Emergency Response Passes and the Incident Re-Entry Passes are the property of the issuing agency and may be revoked at any time.

PROCEDURE

I. Definitions

- A. **Evacuation** - The orderly relocation of citizens from a place of great personal risk.
- B. **Response** - The emergence of law enforcement, firefighters and EMS personnel from shelter and into the efforts of search and rescue after a catastrophic event.
- C. **Re-Entry** – The return of essential services personnel, business owners, employees and the general public into the affected/impacted area of the catastrophic event.
- D. **Recovery** – the restoration of full services, the economic engine and a sense of normalcy to the community.
- E. **Critical Personnel** - Those individuals determined to be key assets to the restoration of **life saving** services of Law Enforcement, Firefighters and EMS personnel or the community residents. This determination will be made by the BCSO Emergency Management Division Commander and the municipal Emergency Management Coordinators with oversight from the Sheriff of Beaufort County.
- F. **Essential Personnel** - Those individuals determined to be key assets to the restoration of **life support** services of Law Enforcement, Firefighters and EMS personnel or the community residents. This determination will be made by the BCSO Emergency Management Division Commander and the municipal Emergency Management Coordinators with oversight from the Sheriff of Beaufort County.
- G. **Emergency Management Division** – The internal entity of the Beaufort County Sheriff's Office which is responsible for the planning, preparation, training and response to catastrophic events occurring within the geographical boundaries of Beaufort County.

- H. **Emergency Management Coordinators** – Individuals assigned as emergency managers responsible for the various municipalities located within the geographical boundaries of Beaufort County.
- I. **Emergency Management Steering Committee** – Consists of the BCSO Emergency Management Division Commander and the Emergency Management Coordinators of the various municipalities within Beaufort County.
- J. **Emergency Support Functions (ESFs)** – The grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following domestic incidents.
- K. **Incident Emergency Response Passes** – These passes are for local emergency type agencies within Beaufort County that are deemed a critical asset to **life saving** capabilities in the event of a disaster
- L. **Incident Re-Entry Passes** - These passes are for agencies and/or businesses deemed essential in **life support** and safety operations in the event of a disaster.
- M. **National Incident Management System (NIMS)** – The standardized approach to incident management developed by the United States Department of Homeland Security.
- N. **Policy Group** – The group of decision makers from Beaufort County and the municipalities who collectively decide the strategy in the face of any natural or manmade threat to Beaufort County. The Policy Group is chaired by the Sheriff of Beaufort County and includes the County Administrator, Chairman of Beaufort County Council, Mayors and/or Town Managers from the various municipalities as well as a command representative from the military bases within Beaufort County.

II. **Incident Emergency Response Passes**

- A. Incident Emergency Response passes are for local emergency type agencies and/or personnel deemed a critical asset to the **lifesaving** capabilities in the event of a disaster.
- B. Incident Emergency Response Passes will be issued to the below listed agencies who have been approved for issuance. These passes are created with security measures to prevent duplication. This may include bar codes and/or QR Codes. Incident Emergency Response Passes will be issued, but not limited to, the following local emergency agency types:
 1. Personnel who shelter in place:

- a. Public Service District critical personnel, who do not evacuate.
- b. Beaufort County or the surrounding Municipalities Public Works and Damage Assessment critical personnel (Please refer to Section III, Part F).
- c. Beaufort Memorial and Hilton Head Hospital Emergency Room critical personnel (Please refer to Section III, Part G).
- d. Emergency Support Function (ESFs) personnel and other support personnel who actively work within the Beaufort County Emergency Operations Center during activations. **These personnel must have the proper training credentials as outlined in 'Section II, Part F' in order to receive their pass.**

2. Personnel who may or may not shelter in place:

- a. Premise, SLED licensed security agencies.
- b. Local Elected Officials for Beaufort County and/or the surrounding municipalities (Please refer to Section II, Part H4).

C. The below listed personnel, who are directly affiliated with the response efforts of Beaufort County, are not required to carry Incident Emergency Response Passes. The below listed personnel **MUST** be in uniform and have their proper agency and/or law enforcement credentials. This helps alleviate any delays in entering Beaufort County.

- 1. Federal, State, County and Municipal Certified Law Enforcement Personnel;
- 2. Certified Fire Personnel;
- 3. Active Duty Military Personnel (NHB, MCRD PI & MCAS Beaufort);
- 4. Certified EMS Personnel;

D. Incident Emergency Response passes will have a serial number, contain an appropriate barcode and/or QR Code for security and accountability as well as designate the name, photo, agency, title and/or job description of the bearer through the BCSO Emergency Management Division. There will be key identifiers on the passes that will allow Law Enforcement officers to easily authenticate the Incident Emergency Response pass. While the Incident Emergency Response Pass is for individual use, immediate family members traveling through the initial checkpoints with an authorized Incident Emergency Response Pass holder are approved to travel directly to their homes or shelter.

E. Incident Emergency Response passes shall contain a system that embeds essential training information determined by the BCSO Emergency Management Division and the Emergency Management Steering Committee. Training will be successfully completed as determined by the Emergency Management Steering Committee.

- F. Incident Emergency Response passes issued to number 1d as stated in "Section II, Part B" are required to complete the NIMS IS 100, IS 200, IS 700 & IS 800 training modules. Incident Emergency Response passes for section 1d will not be issued without the required training.
- G. Incident Emergency Response passes issued to numbers 1a, 1b, 1c, 2a and 2b as stated in "Section II, Part B" are exempt and not required to complete the IS 100, IS 200, IS 700 & IS 800 training although it is highly recommended.
- H. Incident Emergency Response passes will be color coded based on job function and/or responsibility. Representation of colors is listed below:
 - 1. **RED** Incident Emergency Response Passes – Law Enforcement, Firefighters and EMS personnel working within the Beaufort County EOC. These cards will have access into the Beaufort County EOC during activations and require certain training. Passes will state "CRITICAL RESPONSE PERSONNEL" on the front of the pass.
 - 2. **BLUE** Incident Emergency Response Passes - Critical support personnel working within the Beaufort County EOC. These cards will have access into the Beaufort County EOC during activations and require certain training. Passes will state "CRITICAL RESPONSE PERSONNEL" on the front of the pass.
 - 3. **YELLOW** Incident Emergency Response Passes – Critical personnel as stated above who DO NOT have a function within the Beaufort County EOC but are deemed a critical asset for life saving operations. Passes will state "CRITICAL RESPONSE PERSONNEL" on the front of the pass.
 - 4. **GREEN** Incident Emergency Response Passes - Elected Officials for Beaufort County and the surrounding municipalities to include Beaufort County Council, Town of Bluffton Council, Town of Port Royal Council, Town of Hilton Head Council, City of Beaufort Council as well as the South Carolina State Senators and Representatives for Beaufort County. Passes for elected officials will state "ELECTED OFFICIAL" on the front of the pass.
 - 5. **RED** Incident Emergency Response Passes – Critical SLED Certified Security personnel who are actively working with a security company who maintains the well-being and security for the various gated communities within Beaufort County. On-Site SLED Certified Security must be twenty-four (24) hours a day, seven (7) days a week and three hundred sixty-five (365) days a year to qualify for passes. Passes will be issued at the discretion of the Emergency Management Steering Committee based on Law Enforcement

needs. Passes will be numbered and state “SLED CERTIFIED SECURITY “on the front of the pass. **Passes will only be issued to the gated community, not the security company (COPY OF CONTRACT MAY BE REQUIRED).**

- I. All Incident Emergency Response Passes must be requested in writing, on entity letterhead to the BCSO Emergency Management Division. The signed written request will outline who the Incident Emergency Response Passes are for, job description and a brief detail on their role in cases of emergency. Once approved, the BCSO Emergency Management Division will send them the required documentation needed for the passes, if applicable.
- J. **Municipal and County officials can designate public safety personnel, approved by the BCSO Emergency Management Division and the Emergency Management Steering Committee for Incident Emergency Response Passes. Incident Emergency Response Passes are ONLY issued through the BCSO Emergency Management Division.**
- K. The BCSO Emergency Management Division, in coordination with the Emergency Management Steering Committee, will determine what agencies require Incident Emergency Response Passes. The BCSO Emergency Management Division and the Emergency Management Steering Committee will determine the number of Incident Emergency Response Passes needed for each identified agency. These numbers will be determined based on historical data of numbers of the legacy Re-Entry Pass System and on consultation with the various entities as to the number of personnel and job descriptions essential to meet the assigned mission of the particular agency in the Incident Emergency Response.
- L. **Authorized Incident Emergency Response Pass holders must understand that law enforcement personnel may stop, question and detain any person in a disaster area to determine the appropriateness of the person traveling in the area.**
- M. If a Law Enforcement Officer at a Traffic Control Point challenges an Incident Emergency Response Pass, that officer may call ESF 13 Desk (Law Enforcement) in the Beaufort County EOC for clarification of further instructions. A list of approved agencies with Incident Emergency Response Passes and accountability numbers will be made available to the ESF 13 Desk in the Beaufort County EOC.

III. Incident Re-Entry Passes

- A. The purpose of issuing Incident Re-Entry Passes is to provide some or all of the below listed agencies with entry to Beaufort County to perform essential life support and safety operations. Following a major disaster, various public safety entities, public works entities, healthcare providers and other designated agencies must be allowed into Beaufort County or various communities and neighborhoods within the boundaries of Beaufort County to begin the restoration of essential services, support, and return of a sense of normalcy.

- B. Agencies will be assessed and assigned Tier levels for Incident Re-Entry Pass issuance. This assessment will be conducted by the BCSO Emergency Management Division and the Emergency Management Steering Committee in a collaborative effort with oversight from the Sheriff of Beaufort County. Incident Re-Entry Passes will allow the authorized holder to pass through Traffic Control Points and Security Checkpoints, travel past curfew hours and access areas affected by the catastrophic events.
- C. **Authorized Incident Re-Entry Pass holders must understand that law enforcement personnel may stop, question and detain any person in a disaster area to determine the appropriateness of the person traveling in the area.**
- D. Individuals authorized to possess and utilize Incident Re-Entry Passes must understand that they may be returning to an area that may have suffered major and/or catastrophic damage. Authorized Incident Re-Entry Pass holders should arrive self-sustained, supplying their own food, water, medications, sleeping arrangements etc. for a minimum of two weeks. Electricity, potable water and other major utilities may not be functioning and hospitals may be closed. Immediate family members initially traveling with an authorized Incident Re-Entry Pass holder may pass through Traffic Control Points and Security Checkpoints for return to their homes or shelters; however, they are not authorized for random travel in affected areas.
- E. Utility/Debris Companies listed below who are under a government contract with Beaufort County and/or the surrounding Municipalities:
 - 1. Utility Companies to include Beaufort Jasper Water Sewer Authority (BJWSA), Dominion Electric, Santee Cooper, Palmetto Electric, and Sparklight are not required to carry Incident Emergency Re-Entry passes if they are in their properly marked company vehicles, wearing the appropriate uniform of their employer and carrying the proper credentials of their employer. **PLEASE NOTE:** For all unmarked vehicles agency must work with Beaufort County in creating an approved “BEAUFORT COUNTY DISASTER RELIEF TEAM” hang tag for unmarked vehicles.
 - 2. Debris Companies to include Ceres, Crowder Gulf and Tetra Tech are not required to carry Incident Emergency Re-Entry passes if they are in their properly marked company vehicles, wearing the appropriate uniform of their employer and carrying the proper credentials of their employer.

PLEASE NOTE: For all unmarked vehicles agency must work with Beaufort County in creating an approved “BEAUFORT COUNTY DISASTER RELIEF TEAM” hang tag for unmarked vehicles.

3. Mutual Aid utility workers for the above stated utility companies are not required to carry Incident Emergency Re-Entry passes if they are in their properly marked company vehicles, wearing the appropriate uniform of their employer and carrying the proper credentials of their employer. **Mutual Aid utility workers will be allowed to enter Beaufort County under the four Tiers based off the requirements as stated below for each Tier.**

F. Beaufort County, Town of Port Royal, City of Beaufort, Town of Bluffton and the Town of Hilton Head Island

1. Employees for the above-mentioned agencies (Section III, Part F), deemed critical personnel by said agency, are not required to carry Incident Emergency Response Passes but are required to have in their possession at all times the below listed identification:
 - a. A valid employee Identification Card with a photograph, and;
 - b. A valid Driver License issued by one of the fifty (50) states.
 - c. These two forms of Identification, used in combination, will suffice as a Re-Entry Pass at any Re-Entry checkpoint established.
 - d. Use is for EMPLOYEES ONLY and not third-party personnel.

G. Beaufort Memorial Hospital and Hilton Head Hospital

1. Critical Emergency Room Staff, deemed critical per the agencies listed above (Section III, Part G) needed to maintain and facilitate a fully functional emergency room with the ability to provide patients with on-site extended care for during and /or after a disaster and/or an event, are not required to carry Incident Emergency Response Passes but are required to have in their possession at all times the below identification:
 - a. A valid HOSPITAL employee Identification Card with a photograph, and;
 - b. A valid Driver License issued by one of the fifty (50) states.
 - c. Hilton Head Hospital employees, along with their employee ID and drivers license MUST have a letter on Hilton Head Hospital letter head from their hospital administration.
 - d. These forms of Identification, used in combination, will suffice as a Re-Entry Pass at any Re-Entry checkpoint established.
 - e. Use is for HOSPITAL EMPLOYEES ONLY not third-party personnel.

IV. Tier One Incident Re-Entry Passes - Public Safety

A. Immediate re-establishment of initial public safety/**critical personnel** having key roles in **life saving** services and the restoration of critical services after a disaster to begin the initial (quick view / "windshield") damage assessment. All Tier One re-entry pass holders are required to present and wear their Tier One Incident Re-Entry Passes at all times during a disaster. Examples of issuance for Tier One access are stated below:

1. Governmental services critical personnel who will help stabilize and execute immediate/emergency primary road "First Push" efforts to include but not limited to Damage Assessment, Engineering, Public Works and Recovery.
2. Critical personnel who play a key role in rescues and immediate life safety conducted through agencies that are under a government contract with Beaufort County and/or the surrounding Municipalities. (COPY OF CONTRACT REQUIRED).
3. Critical personnel needed to assess the integrity of governmental facilities necessary for the re-establishment of government services.

B. Issuance of Tier One Passes

1. The Tier One Incident Re-Entry Pass will be designed by the BCSO Emergency Management Division. It will be individualized for each municipality and county government. It will be produced by the individual entity or municipal government in whose jurisdiction that is appropriate. (i.e. the selected municipality will produce the Tier One Incident Re-Entry Passes in the appropriate number with the appropriate security measures.)
2. The entity requesting Tier One passes will submit a written request on entity letterhead to the Emergency Management Coordinator in their municipality or to the BCSO Emergency Management Division. The signed written request will outline the number of Tier One passes sought based on the above criteria in "Section IV, Part A". Once approved and issued an authorization accountability number, the requesting entity shall produce the appropriate Tier One pass. The Tier One Incident Re-Entry Passes shall contain an appropriate bar and/or QR code for security and accountability.
3. The number of Tier One Incident Re-Entry Passes will be determined by the Emergency Management Steering Committee based on historical data and in consultation with key personnel of the affected agencies.
4. The Tier One Incident Re-Entry Passes will be under the control of the Emergency Management Coordinator from the particular municipality. That Emergency Management Coordinator will be responsible for issuance and accountability of the Tier One Incident Re-Entry Passes.

5. The authorization for Tier One Incident Re-Entry Passes is under the auspices of the BCSO Emergency Management Division. Their authorization can be cancelled or recalled at any time by the Sheriff of Beaufort County.
6. Any Incident Re-Entry Passes created by a municipality will provide an accurate list of passes issued to the BCSO Emergency Management Division.
7. Immediate family members traveling with the authorized bearer of a Tier One Incident Re-Entry Pass may travel past traffic control points and Security Checkpoints for direct travel to their residence or a shelter.

V. Tier Two Incident Re-Entry Passes – Essential Support Personnel

A. Continued re-establishment for **essential personnel** having key roles in **life support** services after a disaster. All Tier Two re-entry pass holders are required to present and wear their Tier Two Incident Re-Entry Passes at all times during a disaster. Examples of issuance for Tier Two access are stated below:

1. Utility companies (that are not listed under Section III, Part E) under government contract with Beaufort County and/or the surrounding Municipalities whose essential personnel play a role in helping re-establish utilities to Beaufort County.
2. Debris Removal companies (that are not listed under Section III, Part E) who are under government contract with Beaufort County and/or the surrounding Municipalities whose essential personnel play a key role in clearing the roadways. (COPY OF CONTRACT REQUIRED).
3. Essential personnel needed to restart basic governmental services to include but not limited to codes enforcement, public works, engineering, damage assessment and recovery.
4. Essential personnel from Beaufort County Animal Services.
5. General Manager and Engineer of hardware stores or grocery stores who are in support of emergency operations, for the initial damage assessment of their facility and who have a valid government contract with Beaufort County and/or the surrounding Municipalities (COPY CONTRACT REQUIRED).
6. General Manager and Engineer of Organizations who maintain their own infrastructure and who have their own security (SLED Certified) force. On-Site SLED Certified Security must be twenty-four (24) hours a day, seven (7) days a week and three hundred sixty-five (365) days a year in order to qualify for passes. Number of passes to be issued will be at the discretion of the Emergency Manager of the jurisdiction and the Emergency Management Steering Committee to decide based on the request (COPY CONTRACT REQUIRED).

8. Organizations under contract supporting Beaufort County and the municipality's services during a disaster (COPY CONTRACT REQUIRED).
9. Essential personnel from the Department of Social Services (DSS) for sheltering purposes in Beaufort County.

B. Issuance of Tier Two Passes

1. The Tier Two Incident Re-Entry Pass will be designed by the BCSO Emergency Management Division. It will be individualized for each municipality and county government. It will be produced by the individual entity or municipal government in whose jurisdiction that is appropriate. (i.e. the selected municipality will produce the Tier Two Incident Re-Entry Passes in the appropriate number with the appropriate security measures).
2. The entity requesting Tier Two passes will submit a written request on entity letterhead to the Emergency Management Coordinator in their municipality or to the BCSO Emergency Management Division. The signed written request will outline the number of Tier Two passes sought on the above criteria in "Section V, Part A". Once approved and issued an authorization accountability number, the requesting entity shall produce the appropriate Tier Two pass. The Tier Two Incident Re-Entry Passes shall contain an appropriate bar and/or QR code for security and accountability.
3. The number of Tier Two Incident Re-Entry Passes will be determined by the Emergency Management Steering Committee based on historical data and in consultation with key personnel of the affected agencies.
4. The Tier Two Incident Re-Entry Passes will be under the control of the Emergency Management Coordinator from the particular municipality. That Emergency Management Coordinator will be responsible for issuance and accountability of the Tier Two Incident Re-Entry Passes.
5. The authorization for Tier Two Incident Re-Entry Passes is under the auspices of the BCSO Emergency Management Division. Their authorization can be cancelled or recalled at any time by the Sheriff of Beaufort County.
6. Any Incident Re-Entry Passes created by a municipality will provide an accurate list of passes issued to the BCSO Emergency Management Division.
7. Immediate family members traveling with the authorized bearer of a Tier Two Incident Re-Entry Pass may travel past traffic control points and Security Checkpoints for direct travel to their residence or a shelter.

VI. Tier Three Incident Re-Entry Pass

A. Support Personnel, approved through the Emergency Management Steering Committee, whose functions are deemed an asset to Beaufort County during time of a disaster to assess their facilities. All Tier Three re-entry pass holders are required to present and wear their Tier Three Incident Re-Entry Passes at all times during a disaster. Examples of issuance for Tier Three access are stated below:

1. General Manager, IT Manager and Engineer for Hotels.
2. General Manager and Engineer of Nursing Homes.
3. General Manager and Engineer of Rehabilitation Centers/Medical Centers/Assisted Living Facilities IF they are responsible for evacuating their patients AND are responsible for bringing them back (COPY OF PLAN REQUIRED).
4. General Manager of Grocery Stores.
 - a. Grocery stores, who prove they have a generator on site, as part of their infrastructure (generator must power up the entire store to include the cash registers) can request additional Tier 3 re-entry passes. Number of passes to be issued will be the discretion of the Emergency Manager, of the jurisdiction, to decide based on the request.
 - b. Grocery stores who prove they have the connectivity (infrastructure must be wired) for a generator (connectivity for the generator must power up the entire store to include the cash registers) can request additional Tier 3 re-entry passes. Number of passes to be issued will be the discretion of the Emergency Manager, of the jurisdiction, to decide based on the request.
 - c. Grocery stores who are requesting re-entry passes under Section VI, Part A4 (a)(b) must submit proof in writing to include photographic evidence. Requests are subject to inspection by the Emergency Manager, of the jurisdiction where requested.
5. General Manager of Pharmacies.
6. General Manager of Gas Stations.
7. Hardware Stores who qualify under Section V, Part A5 support personnel who are needed to make the store functional. Discretion of the number of passes to be issued will be left to the Emergency Managers, of the jurisdiction, to decide based on the request.
8. Organizations, who qualify under Section V, Part A7 & A8, contracted Debris Removal company's essential personnel who play a key role in clearing the roadways. (COPY OF CONTRACT REQUIRED).
9. Branch Manager and IT Manager for Banks

B. Issuance of Tier Three Passes

1. The Tier Three Incident Re-Entry Pass will be designed by the BCSO Emergency Management Division. It will be individualized for each municipality and county government. It will be produced by the individual entity or municipal government in whose jurisdiction that is appropriate. (i.e. the selected municipality will produce the Tier Three Incident Re-Entry Passes in the appropriate number with the appropriate security measures)
2. The entity requesting Tier Three passes will submit a written request on entity letterhead to the Emergency Management Coordinator in their municipality or to the BCSO Emergency Management Division. The signed written request will outline the number of Tier Three passes sought based on the above criteria in "Section VI, Part A". Once approved and issued an authorization accountability number, the requesting entity shall produce the appropriate Tier Three pass. The Tier Three Incident Re-Entry Passes shall contain an appropriate bar and/or QR code for security and accountability.
3. The number of Tier Three Incident Re-Entry Passes will be determined by the Emergency Management Steering Committee based on historical data and in consultation with key personnel of the affected agencies.
4. The Tier Three Incident Re-Entry Passes will be under the control of the Emergency Management Coordinator from the particular municipality. That Emergency Management Coordinator will be responsible for issuance and accountability of the Tier Three Incident Re-Entry Passes.
5. The authorization for Tier Three Incident Re-Entry Passes is under the auspices of the BCSO Emergency Management Division. Their authorization can be cancelled or recalled at any time by the Sheriff of Beaufort County.
6. Any Incident Re-Entry Passes created by a municipality provide an accurate list of passes issued to the BCSO Emergency Management Division.
7. Immediate family members traveling with the authorized bearer of a Tier Three Incident Re-Entry Pass may travel past traffic control points and Security Checkpoints for direct travel to their residence or a shelter.

VII. Tier Four Incident Re-Entry Passes

A. Businesses

1. Businesses supporting the re-entry and transition to recovery process. This can include, but not limited to:
 - a. Landscaping Companies.

- b. Tree Trimming Companies.
- c. Residential Construction Companies.
- d. Hospice.
- e. Medical Urgent Care Companies

2. Business owners qualified under “Section VII, Part A1” shall be eligible for Tier Four Incident Re-Entry after displaying a current business license (with the owner’s name listed) for the jurisdiction/municipality in which they desire to enter. The current business license and a photo ID must be produced at any Traffic Control Point or Security Checkpoint within that jurisdiction or any neighboring jurisdiction within the geographic confines of Beaufort County in which they desire to transit
3. **Law Enforcement Officers retain the authority to stop, question and detain any individual traveling the area under a Tier Four Re-Entry until further validation of the business license has been completed.**
4. Tier Four Re-Entry does not allow the bearer to violate any established curfews in any jurisdiction within the geographic confines of Beaufort County.

B. Residents/Non-Resident Property Owners

1. Resident/Non-Resident Property Owners for Beaufort County may enter under Tier Four after displaying a current Property Tax Receipt for Beaufort County, or a current South Carolina Driver’s License displaying an address within the confines of Beaufort County.
2. Tier Four Re-Entry does not allow the bearer to violate any established curfews in any jurisdiction within the geographic confines of Beaufort County.
3. Tier Four Re-Entry is not a sight-seeing pass.

VIII. General Public

- A. The general public will be allowed in after all the above Tier Re-Entries have been completed.

IX. General Re-Entry Policy

- A. Policy Group
 1. The Beaufort County Policy Group shall meet as appropriate during the event to determine the direction of response to the event. The Beaufort County Policy Group shall determine the need to implement any phase of the response/re-entry plan based on the impact of the event.

2. The Policy Group shall continue to re-evaluate the response/re-entry process throughout the course of the event with appropriate times meetings or conference calls and adjust the timing of the process as necessary.
- B. Public Advisory Plan
 1. The Policy Group shall direct the various agencies Public Information Officers (PIOs) to disseminate the response/re-entry timing and phases throughout the spectrum of mass media available to them. The Public Information Officers shall work within the framework of the Joint Information Center (JIC) as prescribed in the National Response Plan format together to disseminate the information as a group with the same message via all channels available.
 2. The mass media dissemination shall include, but not limited to, Nixle, municipal and county websites, Facebook, Twitter, Nextdoor, traditional print and television media. The PIO's shall take advantage of all popular mediums for information dissemination.
- C. Law Enforcement Notification Plan
 1. ESF Desk 13 shall be provided with copies of all appropriate Passes and the Tier breakdown. Each Municipality is required to submit their records for Re-Entry pass issuance to ESF Desk 13 for verification at checkpoints if the need arises.
- D. Memorandum of Agreement
 1. Any approved entity requesting to be included in the Beaufort County Incident Emergency Response AND Incident Re-Entry Pass System shall sign a Memorandum of Agreement (MOA) with the Beaufort County Sheriff's Office Emergency Management Division. This MOA acknowledges that the entity understands the criteria necessary for the various Tiers of the Incident Emergency Response and Incident Re-Entry Pass System. The MOA further acknowledges that the requesting entity agrees to abide by the criteria, including limiting the number of passes to the number authorized by the Emergency Management Steering Committee and will not exceed that number.

**This Standard Operating Procedure Revision is approved by the
Beaufort County Re-Entry Steering Committee:**

