



Building Codes Enforcement

PO Box 700 | Moncks Corner, SC 29461 | 843.719.7900 | monckscornersc.gov

SOG : 602	Related Policies: SOG Title: Disaster - Employee
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
<p>Applicable SC Statutes: Applicable SC Code of Regulations:</p>	
OSHA:	
NFPA Standard:	
Date Implemented: 10/26/18	Date of last revision :

PURPOSE: The purpose of the disaster policy is to ensure employees know the requirements prior to and after a natural disaster.

RESPONSIBILITY: The Chief Building Official will monitor weather conditions and notifications from Emergency Management for enforcement of this policy.

PROCEDURE:

- Pre-disaster
 - All equipment will be inspected and prepped
 - Any additional equipment will be acquired.
 - The Permit Tech will ensure that adequate supplies of paper forms are in stock to handle 60 days of permitting and inspections.
 - All files, equipment and materials should be secured as to protect them from water and wind.
 - All vehicles fueled
- Post-disaster

- Staff will return to work as soon as possible after the event without exception. See the Town's personnel manual for clarification.
- Upon arrival the office areas will be surveyed for damage and an assessment made of the operating condition of equipment and condition of records.
- Staff will implement any temporary measures needed to bring the office into working order. This may include the need to relocate the office temporarily.
- Building Permits will not be issued for new construction projects for an undetermined time period based on the severity of the situation.
- Property owners will be encouraged to take whatever measures are needed to protect their buildings. This may include placement of tarps over roofs, plywood over windows and other temporary measures to keep out the weather elements. However, building permits will be required prior to making any permanent repairs.
- Plans and /or description of work will be required depending on the scope of the project. Plans will not be reviewed until after the initial damage assessment has been completed. Afterward, plans will be reviewed for compliance as per normal. The time frame for plan review will depend on the workload of the division.
- Permits will not be available until after the initial damage assessment has been completed. Afterward, permits will be available in the Building Permit Office at the discretion of the Chief Building Official. The time frame for issuance of a permit will depend on the workload of the division.
- Inspections will not be performed until after the initial damage assessment has been completed. Afterward, inspections will be resumed at the discretion of the Chief Building Official. The time frame for receiving an inspection will depend on the workload of the division.