



Waccamaw Economic Opportunity Council, Inc.
The Community Action Agency serving Horry, Georgetown and Williamsburg Counties



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MEMO TO: WHILHELMENIA WHITFIELD, HS/EHS DIRECTOR
LEAMON BELLAMY, WEATHERIZATION DIRECTOR
LOELTA WILLIAMS, CSBG DIRECTOR

FROM: MR. JAMES L. PASLEY, JR., EXECUTIVE DIRECTOR

DATE: SEPTEMBER 10, 2018

RE: EMERGENCY PREPARDNESS PLAN

As most of you are aware by now, the coastal areas of South Carolina in particular the Waccamaw region (Horry, Georgetown and Williamsburg counties) will be impacted by Hurricane Florence. It is extremely important that you take this time to make the necessary preparation for your families and around your homes in order to be as safe as possible during the hurricane and its aftermath. We are hopeful that Florence will pass far to our north and go out to sea, however we must be prepared for any situation.

While we are taking the necessary safety preparation for our families we must not lose sight of our responsibilities to the children, families and communities that we serve. With that in mind Waccamaw EOC, Inc., will follow its normal policy and procedures regarding Inclement/ Hazardous Weather scheduling of work as follows:

1. Head Start staff to include Teachers, Assistant Teachers, Culinary staff and Bus Drivers will follow the school districts schedule in your respective County.
2. **All Managers, Support Staff, Center Supervisors, and Family Services Workers will report to work as scheduled unless notified otherwise.**
3. CSBG & Weatherization Department will report to work as scheduled unless notified otherwise.

Our mission is to be of service to the community, in order to accomplish this, we must be available when it is safe to do so. We will keep you informed of work scheduling and any changes as they occur and when we are advised from the Governor's Office if he declares a mandatory evacuation in your county.

After the hurricane subsides and it is safe to emerge from your residence, it will still be important to maintain an awareness of your surroundings and take safety measures to counter any hazards the hurricane may have left in its wake. All Mangers, Center Supervisors, Family Service Workers, and Support Staff are expected to return to work on Monday, September 17, 2018, unless otherwise notified.