

## **ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services**

### **Coordinating Agency:**

Sedgwick County Emergency Management

### **Primary Agency:**

American Red Cross  
Sedgwick County Animal Response Team (SCART)  
Sedgwick County Emergency Management  
The Salvation Army  
United Way of the Plains  
Voluntary Organizations Active in Disaster (VOAD)

### **Support Agencies:**

Adjutant General's Office, Kansas Division of Emergency Management  
Arrowhead West Inc  
Central Plains Area Agency on Aging  
City of Mulvane Emergency Medical Services  
City of Sedgwick Fire Department  
City of Wichita Animal Control  
City of Wichita Animal Services/Shelter  
City of Wichita Environmental Health Department  
City of Wichita Environmental Services  
City of Wichita Fire Department  
City of Wichita Transit  
Community Relations Team  
Human Needs Assessment Team  
Kansas Assessment Team  
Kansas Department of Health and Environment  
Kansas Humane Society  
Metropolitan Area Building and Construction Department  
Rainbows United  
Sedgwick County Animal Control  
Sedgwick County Community Developmental Disability  
Sedgwick County Department on Aging  
Sedgwick County Emergency Medical Service  
Sedgwick County Fire District #1  
Sedgwick County Health Department  
Sedgwick County Health Department Medical Reserve Corps  
Southern Baptist Disaster Relief of Kansas/Nebraska  
Starkey Inc  
State Animal Response Team (SART)  
Timber Lines Transportation  
Veterinary Medical Association  
Via Christi Rehabilitation Hospital  
Wesley Rehabilitation Hospital

# I. Purpose and Scope

## A. Purpose

1. The purpose of ESF 6 is to coordinate the emergency provision of temporary shelters, emergency mass feeding, and the bulk distribution of coordinated relief supplies for victims of a disaster and disaster workers.

## B. Scope

1. ESF 6 promotes the delivery of services and the implementation of programs to assist individuals, households and families impacted by disaster/emergencies.
2. ESF 6 includes four primary functions: mass care, emergency assistance, housing, and human services.
  - a. Mass care involves the coordination of non-medical mass care services to include sheltering of disaster survivors and household pets, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on disaster survivors to family members, and coordinating bulk distribution of emergency relief items;
  - b. Emergency assistance includes functions of evacuation support in conjunction with ESF 1 and ESF 9, reunification of families, vulnerable needs support, sheltering of disaster survivors and household pets, and overall shelter management.
  - c. Housing involves the provision of assistance for short- and long-term housing needs of disaster survivors; and
  - d. Human Services includes providing disaster survivor-related recovery efforts such as emotional support and identifying supports for persons with vulnerable needs.

## **II. Policies, References and Authorities**

### **State**

- Executive Order 05-03, Use of the National Incident Management System (NIMS);
- Kansas Statutes Annotated (KSA), 48-9a01, Emergency Management Assistance Compact;
- KSA 48-904 through 48-958: as amended, State and County Emergency Management;
- KSA 12-16, 117
- Inter municipality aid agreement;
- KSA 65-5701 through 65-5711
- State implementation of Superfund Amendments and Reauthorization Act (SARA), Title III; • Kansas Response Plan, 2017.

### **Federal**

- Title II of the Americans with Disabilities Act;
- National Response Framework;
- Homeland Security Presidential Directive – 5: Management of Domestic Incident;
- Presidential Policy Directive – 8: National Preparedness;
- Comprehensive Planning Guide (CPG) 101;
- Pet Evacuation and Transportation Standards Act of 2006, Public Law 109-308.
- American Red Cross Congressional Charter, 36 U.S.C. §§300101-300111 recodified 2007.

### III. Concept of Operations

#### **A. General (Command, Control, and Notifications)**

1. ESF 6 is organized consistent with the Sedgwick County Emergency Operations Center , the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Sedgwick County through the Sedgwick County Incident Response Framework, Area Operations and Incident Support Teams (ISTs) to provide a timely and appropriate response to an emergency or situation. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Sedgwick County Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e. Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 6 capabilities. Periodic training and exercises are also conducted to enhance effectiveness. In a large event requiring local or State mutual aid assistance, ESF 6 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets. ESF 6 will coordinate with ESF 8 to address the requirements of persons with accessible and functional needs, including their sheltering requirements.
2. The coordinating agency for ESF #6 is Sedgwick County Emergency Management. Emergency Management or designee is responsible for contacting primary and support agencies as well as providing situational awareness briefings to these agencies. In accordance with a mission assignment from ESF 6, each primary and/or support organization assisting ESF 6 will retain administrative control over its own resources and personnel but will be under the operational control of ESF 6.
3. Sedgwick County Emergency Communications, will notify the “on call” Emergency Management Duty Officer (DO) when Sedgwick County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure. The DO through monitoring and/or communication with Emergency Communications is responsible for providing initial notification to the Emergency Management Director or designee. EOC activation is further detailed in ESF-5 "Information and Planning". Upon instructions to activate or placement of ESF-1 on standby, Sedgwick County Public Works or designee will implement procedures to notify all ESF-1 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.
4. Working with ESF-6 Partners Sedgwick County Emergency Management and/or designee will handle liaison roles dependent on situation with state and adjacent county mass care housing, and human services not represented in the EOC.
5. To accomplish the collection, processing and dissemination of information from the EOC. Sedgwick County Emergency Management will utilize a two way process for information in which collection, processing and dissemination of that information will be

received and given out accordingly.

## **B. Shelter Capabilities and Operations**

1. Event specific information and scenarios will dictate the type and scope of mass care operations required. The American Red Cross is the primary agency to coordinate shelter operations within Sedgwick County. The EOC Team and the ARC Liaison will gather information regarding people displaced by the event to assist in determining the number of shelters to open and where they should be located. In addition to the type and scope of the disaster, other factors in determining the number of shelters and their locations will be accessibility, transportation, security, staff and supplies. The ARC Liaison in the EOC will work closely with the EOC Team to determine shelter needs and identify capabilities based on the specifics of the emergency situation.

The process identification of shelter in place methods will be dependent on the type of incident and any affects the facility experiences. For ARC shelters the ARC will coordinate with the damage assessment operation and prioritize potential shelter locations for damage assessment. ARC will conduct an assessment potentially in parallel with the damage assessment being performed in ESF-3 to ensure their viability requirements to operate are met. For the other facilities it is recommended that they have their own shelter and continuity plan to restore or maintain their functions and services. If they are affected or need specific resources they can reach out and coordinate with incident command and the EOC.

2. Sedgwick County encompasses a diverse range of populations across urban, suburban, and rural jurisdictions that could potentially face the full range of access and functional need requirements during an event. ESF-6 will work with partnering agencies to ensure that every effort is made to take into account these requirements in all phases of the emergency management cycle. For sheltering ARC strives to maintain ADA compliance and also have services available to assist with sheltering communications and operations. ESF-6 will work partnering agencies and organizations to ensure that both physical and programmatic needs are addressed in planning and in response. Leveraging partnerships with government entities, volunteer organizations who can provide services and personnel who can assist with ensuring accessibility to services. Allow communication of important information and updates through multiple alternative means of communication. Lastly, working together to come up with solutions to be able to modify or re-establish on an interim basis services and programs until the full program can be restored to normal operations. ESF-6 will work with shelter representative and emergency service representatives to also ensure that evacuees have proper access to emergency services if required. Every effort will be made to provide crisis-counseling services to people affected by the disaster. Trained mental health counselors are available through Sedgwick County COMCARE or through potential VOAD partners.

The ARC will maintain a comprehensive, up-to-date, countywide list of shelters and capabilities. The ARC will keep records on the number of shelters, shelter residents, meals served, supplies used, supplies ordered, etc., and ensure this information is available in a timely manner to the EOC. To the extent possible, the ARC will use the capabilities of the Crisis Information Management System (CIMS) to document ESF

#6 activities. Forms and documentation for mass care operations (i.e., registration, inventory, inspection, tracking, etc. forms) have been developed and are maintained by the ARC. The administrative regulations and guidance used by the ARC to conduct mass care activities are contained teaching materials and student workbooks. Every effort will be made to manage mass care operations using the procedures described in this guidance.

The ARC will work with the Emergency Management Department to ensure this information is available in the EOC. Cots, blankets, clothing and other comfort items will be furnished by the ARC, TSA and other VOAD members with logistical assistance from Sedgwick County and Municipal agencies as necessary.

1. If the situation dictates, potential shelters will be given priority in damage assessments to expedite the provision of mass care services. The ARC Liaison will coordinate with the County EOC to ensure mass care facilities have priority for safety inspections. Mass care operations will continue until those displaced by the incident obtain other temporary housing or return to their homes. In most cases, mass care services are provided for less than one week.
2. Shelters will be selected on the basis of suitability of the facility and its location within the county. Factors such as a sufficient area for sleeping, restrooms, showers, kitchen facilities, parking and accessibility for persons with disabilities will be considered. The decision as to which shelter(s) will be activated in a particular situation will be coordinated with the ARC, Sedgwick County Emergency Management, and the cities and the organizations providing the facilities. The structural integrity and soundness of the shelter will be assessed by the ARC as a part of their assessment. Other jurisdictional entities from ESF-3 can also be engaged to perform and assist with the shelter integrity assessments as required.

The Salvation Army (TSA) will not activate shelters in the County, they may be called upon in catastrophic emergencies to open and operate shelters. TSA will activate and operate Cooling Centers for use during Heat Emergencies. TSA and other volunteer groups may provide food, water, cots and other essential emergency items. These groups will work closely with the County EOC and ESF-6 to identify individuals and families in need of assistance, as well as appropriate methods of distribution.

3. The ARC will provide daily, overall direction of mass care operations, including the assignment of personnel and ensuring that requests for assistance are met, documented and prioritized. Additionally the ARC will ensure registration, tracking, feeding, restocking and other related shelter activities are accomplished. Operation of the shelters will be in accordance with ARC standard operating procedures. Direct shelter control and management is the responsibility of the Shelter Managers. Each Shelter Manager will be responsible for managing their individual shelter while coordinating activities with the ARC representative in the EOC. Notifications to the shelters on updates to the disaster condition will be made periodically by the Red Cross representative in the EOC to shelter managers.

ESF-6 and other EOC partners will work together to push out information to the public through ESF-15, United Way and other avenues to ensure that the public

and those affected by the incident the location of shelters and other services.

Each evacuee on arrival will receive a packet of relevant information from the ARC. Including the rules and expectations of the shelter and also make sure that the evacuee has accommodations prior to leaving the shelter and next actions. ARC will coordinate with other ESF and EOC partners to ensure that any incident specific information or updates are also communicated to the evacuees utilizing there program.

Only service animals will be allowed in ARC affiliated shelters.

Security will be provided by either the Sheriff's Department (unincorporated areas), city police (incorporated areas), or the shelter facility's own security personnel. Offenders reporting to the shelter are to notify any official at the shelter of their need to report. The official will notify the appropriate LE organization. Depending on the disaster, they could be allowed to leave the shelter to report, or the appropriate LE can go to the shelter or contact them by phone. If an unaccompanied minor arrives at an ARC shelter. ARC will contact law enforcement entities regarding the minor and make all efforts to reunite the minor with their family or guardian.

The ARC Liaison and the EOC Team will coordinate with available volunteer agencies to ensure feeding operations can be accomplished in shelters. Feeding will be based on sound nutritional standards and will include provisions to meet the requirements of disaster victims with special diets.

Faith-based and other volunteer groups may wish to implement emergency assistance programs to meet disaster related humanitarian needs. To help ensure timely and equitable services are provided following a major event, TSA and the ARC will work closely with volunteer organizations active in the County to coordinate the provision of human services programs.

Shelter management teams will be responsible for the cleanliness of kitchens, restrooms and sleeping areas, and the disposal of trash. Reception operations will be carried out in accordance with ARC standards. The shelter management team will be responsible for registering and tracking shelter residents, and ensuring appropriate privacy with respect to their use of the shelter. If appropriate, the EOC will request outside resources to support mass care operations, including those of other jurisdictions, the State and Federal government and/or the private sector.

In coordination with the EOC, the ARC will determine if and when it is appropriate to consolidate shelters, as well as when shelters should close. Shelters will be deactivated in accordance with ARC operating procedures. Although special facilities (i.e., nursing homes, residential care facilities, hospices, etc.) should be able to care for their own populations. ESF-6 will work with EOC partners to identify, assess and determine the ability of facilities that serve access and functional need population to house there residents. If dictated by the situation, the ARC will coordinate with the EOC to provide assistance in opening and maintaining shelters for those with access and functional needs.

### **C. Short and Long-Term Housing**

1. ESF-6 partners will coordinate with the City of Wichita Housing and Community Services Department as the local housing authority as needed.
2. The City of Wichita Housing and Community Services Department can leverage many tools if needed including housing, the housing authority and the expertise in working with federal HUD programs as needed per the incident and availability.
3. ARC and ESF-6 will coordinate with the City of Wichita Housing and Community Services Department to determine the needs of displaced citizens and coordinate the proper resources to assist with long-term housing needs. Dependent on the time line needed will recommend or coordinate the proper available resources.

### **D. Emergency Relief Supplies (food, water, medicine, clothing, etc.)**

1. ESF-6 will work with its partners and the private sector if necessary to provide support to affected food programs during an incident. This support could be to provide resources to the program itself or be accomplished through other ESF's efforts like a Point of Distribution Site in the community. The incident and its effect on the program should be considered when discussing options.
2. Emergency clothing, as well as hygiene, comfort, and emergency clean-up items, will be provided as dictated by the incident. Support in this area will be provided by TSA, ARC, other VOAD members and if necessary, from the private sector. Initial humanitarian assistance (food, clothing, first aid, crisis counseling, emergency clean-up assistance, etc.) will be provided by the ARC, Salvation Army and other VOAD members. If necessary, support in this area will be requested from the private sector.
3. ESF-6 will work those facilities/or shelters that provide services to the access and functional needs population whom are affected by an incident. Gathering enough relevant information to identify needs, once identified ESF-6 will work with its partners and if necessary the private sector to accommodate the need(s). ESF-6 will coordinate with ESF-7 to request resources to support basic service operations.
4. To meet the unmet needs of evacuees and victims of an event. ESF-6 will engage partners like United Way of Plains, the VOADs and other organizations with access to potential resources to meet these needs.

### **E. Access and Functional Needs**

3. ESF-6 will ensure that compliance to ADA guidelines are followed to the maximum extent feasible, and will include local and state ADA resources and authorities as needed by the incident. ESF-6 will work with ESF-15 External Communications to make sure that information dissemination efforts take into account the needs of affected access and functional needs populations. This includes availability of translation services, and key information available for the diverse populations of Sedgwick County.
4. To meet the needs and special considerations of the access and functional needs populations. ESF-6 will work with agencies, organizations and facilities that either are affected by the event or can leverage relevant subject matter expertise that can better inform incident planning and help guide response and recovery efforts. (These could



include: Sedgwick County Health Department, Central Plains Aging/Sedgwick County Department of Aging, Sedgwick County CDDO.)

5. ESF-6 will coordinate with relevant subject matter expert agencies and organizations to address and support the needs of affected access and functional needs facilities throughout the incident. These agencies, organizations and facilities should have their own continuity and/or disaster plan to be able to support basic services for their clients. For the portions of the affected population ESF-6 will coordinate to accommodate and meet the basic needs and ensure that the situation is addressed.
6. ESF-6 will coordinate with relevant subject matter experts agencies and organizations. To address and support the needs of affected facilities and service provider that support the institutionalized population. These facilities and service providers should have a continuity and/or disaster plan to be able to continue basic services for their clients.

## **F. Accountability**

ARC will operate a Safe and Well Linking system to report on victim's statuses and assist with family reunification. Information regarding individuals residing in the affected area will be collected and provided to authorities and immediate family members. If appropriate, the ARC will work closely with agencies providing mental health services when relaying information to family members.

## **G. Sheltering Decontamination**

1. Sedgwick County is not within a 50-mile ingestion pathway emergency zone, but in the cases that nuclear plan evacuees are sent to the area. ESF-6 will coordinate with ESF-8, ESF-10 and others as needed to ensure that shelters or appropriate facilities are considered and proper mitigation items are addressed prior to the arrival of evacuees. This could include arrangements and pre-staging of resources.
2. For other Hazardous materials releases. The decontamination of the population in the affected area should be done prior to them leaving the warm zone of the incident by trained personnel and they should be assessed for any symptoms of exposure.
3. In cases where that is not possible or the scale out paces the committed capabilities. ESF-6 and ARC will work with Incident Command to have resources available at an opened shelter to assess and decontaminate evacuees. If the situation arises in which a contaminated evacuees arrives at the shelter prior to this process being established. The shelter should immediately contact there ARC rep in the EOC so that the EOC can coordinate response assets to the shelter. The shelter staff should follow their ARC established protocols and procedures to ensure shelter safety.

## **H. Animal Sheltering**

1. ESF-6 will work with city, county, state and private entities to accomplish and meet the needs of animal sheltering requirements. Requests for local Animal Control assistance should be channeled through the Sedgwick County dispatch and these resources maybe deployed prior to the activation of the EOC. In the event of activation Emergency Management will coordinate with Incident Command to

assess if local resources are outpaced by the needs of the incident and coordinate a plan to achieve operational objectives as needed.

2. Based on census population and the American Veterinary Medical Association pet ownership estimation tool. There are an estimated 194,000 pets in Sedgwick County.
3. Animal control services, both county and city, have a very limited capability to transport injured animals to veterinary relief facilities. Assistance with animal transportation may be available from surrounding counties through established mutual support agreements. Local & state Veterinary Medical Associations may also be able to provide listings of available transportation resources. In addition, the Kansas Humane Society can coordinate with the American Red Cross to pick-up any animals arriving at Red Cross shelters and transport them to kennels or other temporary holding facilities.
4. The already established shelters will be utilized first to shelter animals. SCART will coordinate the process of opening or expanding shelter capabilities through their established plans, policies, and agreements.
5. Animal Control officers and others involved in the rescue and/or recovery of stray pets & livestock will be responsible for establishing an identification system to record pertinent information & tag the animals. Animals that have not been claimed within a reasonable period of time will be offered up for adoption and otherwise handled in accordance with existing policies regarding stray animals.

Specialized facilities (i.e., animal shelters, veterinary hospitals & clinics, boarding facilities, etc.) are responsible for making their own arrangements for emergency energy sources to provide proper environmental conditions, food & water to highly vulnerable animal populations. To the extent possible, ESF-7 will coordinate efforts to meet any additional or unforeseen in most circumstances, critical supplies will be available either locally or regionally. Should additional critical supplies be needed, local & state Veterinary Medical Associations can provide listings of resources available and assistance with their procurement and delivery.

6. Unclaimed animals or situations where the owners are unavailable require special consideration. To the extent possible, local Animal Control officers will retain this responsibility within their own jurisdictions. Should the problem exceed local capability, assistance may be available from surrounding counties through established mutual support agreements. If additional resources are required, local & state chapters of the Veterinary Medical Association and the Humane Society coordinated through the SCART may also be able to assist with locating & obtaining these services. The SCART Disaster Emergency Plan contains the names of veterinarians and faculties where animals can receive shelter, boarding, food, and other essential services.

7. Agencies and organization that will support animal sheltering will be the Kansas Humane Society; The city of Wichita Animal Shelter; Sedgwick County Animal Response Team (SCART.)

**I. Co-located Human and Animal Sheltering**

1. If the situation arises in which a co-located shelter is being considered with a human shelter. SCART will work with the Red Cross and other ESF-6 partners to ensure that any special considerations and circumstances are addressed. SCART will follow their written policies and procedures for operating a co-habitation shelter.

**J. Actions**

The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

<b>Overall Actions Assigned to All Members</b> <i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i>	
1	Develop standard operating guides and checklists to support ESF-6 activities.
2	Participate in training, drills, and exercises
3	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
4	Identify how county will sustain shelter operations for less than 72 hours and greater than 72 hours.
5	Identify resources to be used for sanitation of shelters.

<b>Overall Actions Assigned to All Members</b> <i>Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i>	
1	Provide field support for emergency responders at the scene.
2	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF6.
3	Identify and establish protocol to provided reasonable accommodations for vulnerable needs populations in the absence of ADA compliant shelter.
4	Coordinate with ESF-15, EOC, and Incident Command to provide information regarding the disaster to evacuees and the public.
5	Coordinate with ESF 14 to identify short term and long term housing resources.
6	Coordinate with the EOC, ESF partners, and private sector to provide meals and necessary supplies to shelter residents and staff.

<b>Overall Actions Assigned to All Members</b> <i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-6 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Provide public information regarding safe re-entry to damaged areas.
7	Identify long-term housing resources.
8	Form a long-term recovery assistance team to help identify current assistance to individuals and families, and identify any unmet needs.

<b>Overall Actions Assigned to All Members</b> <i>Mitigation Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i>	
1	Participate in the hazard identification process and identify and correct vulnerabilities
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Provide ESF-6 representative for update of mitigation plan.

## IV. Responsibilities

- A. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

<b>Coordinating: Sedgwick County Emergency Management</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i></b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-6 tasks.
2	Identify who is responsible for initial notification of ESF-6 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county officials.
4	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
5	Collect, process, and disseminate information to and from the EOC.
6	Develop and maintain ESF-6 Annex.
7	Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit.
<b><i>Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i></b>	
1	Designate personnel to coordinate ESF-6 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-6 and EOC or incident command.

<b>Primary: American Red Cross</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i></b>	
1	Identify, inspect and establish locations for the use of suitable shelter facilities.
2	Establish pre-designated shelters that are in compliance with FEMA and ADA requirements. In the absence of available ADA compliant shelters, establish procedures to offer reasonable accommodations to vulnerable needs citizens.
3	Establish the criteria for how shelters will be selected and operated (kitchen, restrooms, showers, size, parking, etc.).
4	Coordinate with ESF-13 to identify the process of handling parolees, registered sex offenders, and other individuals with legal reporting requirements.
<b><i>Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i></b>	
1	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.
2	Identify procedures for handling and providing for unaccompanied minors in shelters.
3	Coordinate with ESF-13 to provide security at shelters.

<b>Primary: Sedgwick County Emergency Management</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i></b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-6 tasks.
2	Identify who is responsible for initial notification of ESF-6 personnel.

3	Identify responsibilities for liaison roles with state and adjacent county officials.
4	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
5	Collect, process, and disseminate information to and from the EOC.
6	Develop and maintain ESF-6 Annex.
7	Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit.
<b><i>Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i></b>	
1	Designate personnel to coordinate ESF-6 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-6 and EOC or incident command.

**Primary: United Way of the Plains**

***Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services***

1	Establish and staff reception centers while waiting for shelters to open.
---	---

**Primary: Voluntary Organizations Active in Disaster (VOAD)**

***Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services***

1	Establish and staff reception centers while waiting for shelters to open.
---	---

## **V. Financial Management**

- A. ESF 6 is responsible for coordinating with Sedgwick County Purchasing Department to manage ESF 6 expenses relevant to an event.
- B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.
- C. Expenditures by support entities will be documented by those entities and submitted directly to the Sedgwick County Purchasing Department or a designated Finance Service officer as soon as possible.