



## **Purpose**

This Emergency Support Annex (ESF) describes the actions required to provide temporary shelter and humanitarian assistance to people affected by a disaster. Specifically, ESF #6 addresses:

- Mass care operations (shelter, food and other essential human needs)
- Short and long term housing resources
- Emergency and disaster assistance for individuals and families
- Special needs population groups

## **Scope**

ESF #6 is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Local Emergency Operations Plan (LEOP).

ESF #6 is a functional annex to the LEOP and to the extent possible, information contained in other sections of the LEOP will not be repeated in this ESF Annex.

## **Policies**

This ESF Annex applies to all agencies with assigned emergency responsibilities as described in the LEOP.

## **Concept of Operations**

### **General**

Mass Care, housing and human services operations will be coordinated from the County Emergency Operations Center (EOC). The American Red Cross (ARC) may also activate an Emergency Coordination Center (ECC) at another location. Close coordination will be maintained between the two sites.

When requested, the ARC will send a liaison to the County EOC to ensure close coordination and joint decision-making. If needed, other support agencies will also be asked to report to the EOC to assist with ESF #6 activities.

The ARC will work closely with local and county government agencies in the EOC to manage mass care, housing and human services operations and provide overall coordination of the activities associated with ESF #6.

On going human services assistance may be coordinated from a location determined suitable by the ARC and the other volunteer agencies involved in administering long-term housing and human services programs.

Close coordination will be maintained among the many volunteer agencies providing human services assistance to avoid duplication of some services and a lack of others.

### **Organization**

Damage assessment information will dictate the type and scope of mass care operations required. 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.

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.

Although in most cases, the Salvation Army will not activate shelters in the County, they may be called upon in catastrophic emergencies to open and operate shelters. The Salvation Army does activate and operate Cooling Centers for use during Heat Emergencies.

The Salvation Army other volunteer groups may provide food, water, cots and other essential emergency items. These groups will work closely with the County EOC to identify individuals and families in need of assistance, as well as appropriate methods of distribution.

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 Liaison in the EOC.

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, County Emergency Management, and the cities and the organizations providing the facilities.

In the event of a disaster with the potential for contaminated victims who may be seeking shelter, a hazardous materials team, Health Department or Emergency Medical Technician (EMT), or other appropriately trained county or city representative will be sent to the shelter to screen evacuees. Those found to be contaminated will be isolated in a separate holding area until properly decontaminated or transported elsewhere for decontamination and/or treatment .

Security will be provided by either the Sheriff's Department (unincorporated areas), city police (incorporated areas), or the shelter facility's own security personnel.

The structural integrity of emergency shelters and other emergency facilities will be determined by each city having jurisdiction and by Sedgwick County Code Enforcement.

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.

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, if dictated by the situation, the ARC will coordinate with the EOC to provide assistance in opening and maintaining shelters for those with special needs.

A Video Relay Service (VRS) is an option for deaf and hard-of-hearing individuals to use in an emergency in addition to a Text Telephone (TTY) available. During a power outage or an Internet connection failure the video phone may become unavailable; however, a backup battery powered TTY can be used for communications.

Once shelters are activated, the ARC Liaison and the ESF #15 Public Information and External Communications Coordinator will ensure that information regarding shelter availability, locations, items to bring, etc., is released. The dissemination of public information will be carried out in accordance with ESF #15 – Public Information and External Communications.

### **Housing and Human Services**

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 the Salvation Army, ARC, other area volunteer agencies 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 volunteer groups. If necessary, support in this area will be requested from the private sector.

The Volunteer and Donations Management function will be closely coordinated with mass care operations to facilitate the use of donated goods and volunteer labor to support ESF #6 activities. For more information, see ESF #7 – Resource Management.

The ARC will operate a Disaster Welfare Information (DWI) system to report on victims 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.

Both stationary and mobile feeding operations will be considered based on the needs of the situation. In addition to the numerous volunteer agencies with emergency feeding capabilities (e.g., Salvation Army Canteens and Southern Baptists Mobile Kitchens), the ARC and/or the EOC may contract with local private food providers to supplement feeding operations for those affected by the disaster.

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.

The Sedgwick County Housing Authority will work with the ARC to identify housing resources for individuals and families permanently displaced by the event. When suitable, the Housing Authority will provide assistance in identifying available Section 8 housing resources.

If necessary, sites will be established within the affected area for bulk distribution of emergency relief items to meet the urgent needs of disaster victims. The ARC, Salvation Army and other volunteer organizations will coordinate the bulk

distribution of emergency relief supplies with support from Sedgwick County on logistical requirements. (See Annex 14 – Long Term Community Recovery and Mitigation)

The Emergency Operations Center will work with the ARC to identify housing resources for individuals and families permanently displaced by the event. When suitable, the Housing Authority will provide assistance in identifying available Section 8 housing resources.

When the situation dictates, the County will request State and Federal assistance to provide housing and human services programs to individuals and families affected by the disaster. These programs are described in detail in ESF #14 – Long-term Community Recovery and Mitigation.

If the situation warrants activation of the National Response Plan, the local ARC chapter will work closely with its State and Federal counterparts to ensure appropriate resource coordination and support.

The ARC has shelter agreements in-place with public and private facilities listed in the National Shelter System including suitable government facilities. If county or municipal owned facilities are opened as shelters, they will be managed and operated by the ARC.

ARC shelters may not be able to accommodate special populations, especially in the beginning of a disaster. With this in mind, those responsible for special populations should be prepared to activate their own emergency shelter plans. The ARC will manage all vulnerable populations shelters in accordance with [Chapter 7, Addendum 2: The ADA and Emergency shelters: Access for All in Emergencies and Disasters](#), and, [Chapter 7, Addendum 3: ADA Checklist for Emergency Shelters](#).

Only service animals will be allowed in ARC affiliated shelters. Every attempt will be made to provide information on animal shelter and care resources available to individuals and families with pets in need of temporary housing resources. For large scale events, Sedgwick County will rely on local and state chapters of the Veterinary Medical Association and the Humane Society to help coordinate pet shelter activities, and on the County Extension Office and other farm-related agencies or organizations for issues regarding livestock. The Sedgwick County Animal Response team (SCART) will also provide assistance in setting up pet shelter, and if possible, co-located with public shelters.

Churches 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, the Salvation Army and the ARC will work closely with volunteer organizations active in the County to coordinate the provision of human services programs.

The Mass Care, Housing and Human Services Coordinator and the other agencies supporting ESF #6 activities are critical members of the EOC Team and will work within the EOC structure described in ESF #5 – Emergency Management.

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 American Red Cross (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 maintain a comprehensive, up-to-date, countywide list of shelters and capabilities. 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, Salvation Army and other volunteer agencies with logistical assistance from Sedgwick County and Municipal agencies.

### **Notifications**

The Emergency Management Director will notify the ESF #6 Coordinator of EOC activations and request that representatives report to the EOC to coordinate ESF #1 activities. This is typically accomplished by radio broadcast, digital pager or telephone contact.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with transportation activities.

### **Actions**

#### **Preparedness**

- Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit.
- Identify and inspect suitable shelter facilities.
- Develop and test emergency plans and procedures.
- Train personnel to perform emergency functions.
- Participate in Emergency Management training and exercises.

#### **Response**

- Open, staff and manage shelters.
- Identify and provide temporary housing resources.
- Provide representatives to the County EOC and work within the EOC structure to meet mass care, housing and human services needs.
- Make suitable accommodations for special needs populations.

#### **Recovery**

- Provide public information regarding safe re-entry to damaged areas.
- Continue to work closely with the EOC to support on-going activities.
- Identify and provide long-term housing resources.
- Form a long-term recovery assistance team to help ensure individuals and families affected by the disaster continue to receive assistance for serious needs and necessary expenses.
- Participate in after action critiques and reports.
- Make changes in standard operating procedures and this ESF Annex to improve future operations.

#### **Prevention**

- Participate in the hazard identification process and take steps to correct deficiencies in the mass Care, housing and human services function.
- Implement a public education campaign regarding the importance of having adequate homeowners and renters insurance.

### **Direction and Control**

Either an Incident Commander or an appropriate city or county official will determine the need for opening shelters and commencing mass care operations based on the situation. The opening of shelters will be coordinated with the Sedgwick County Emergency Management Department. Emergency Management will work with the affected cities, the ARC, and the organization(s) providing the facilities to coordinate the opening of shelters in the County.

## Responsibilities

### All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the EOC to assist with ESF #6 activities.
- Provide ongoing status reports as requested by the Mass Care, Housing and Human Services Coordinator.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- Perform other emergency responsibilities as assigned.

## Administration and Support

### Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

### Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

### Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

### Expenditures and Recordkeeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be coordinated through the Sedgwick County Division of Finance and the Purchasing Department.

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

### **Critiques**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

## **Attachments**

- Animal shelter plan or procedures

### **[SEDGWICK COUNTY ANIMAL RESPONSE TEAM PLAN \(DRAFT\)](#)**

- List of local reception and care facilities

American Red Cross Midway Chapter is responsible for shelters and reception areas

- List volunteer organizations that can provide human services support during emergencies and the services they provide

#### NVOADS

Sedgwick County Comcare

Sedgwick County Department on Aging

Sedgwick County Community Development on Disabilities Office

- Checklist of Actions

### **[LINK TO CHECKLIST](#)**

- Sample forms and logs

**<http://www.sedgwickcounty.org/emermgmt/logform.cfm>**