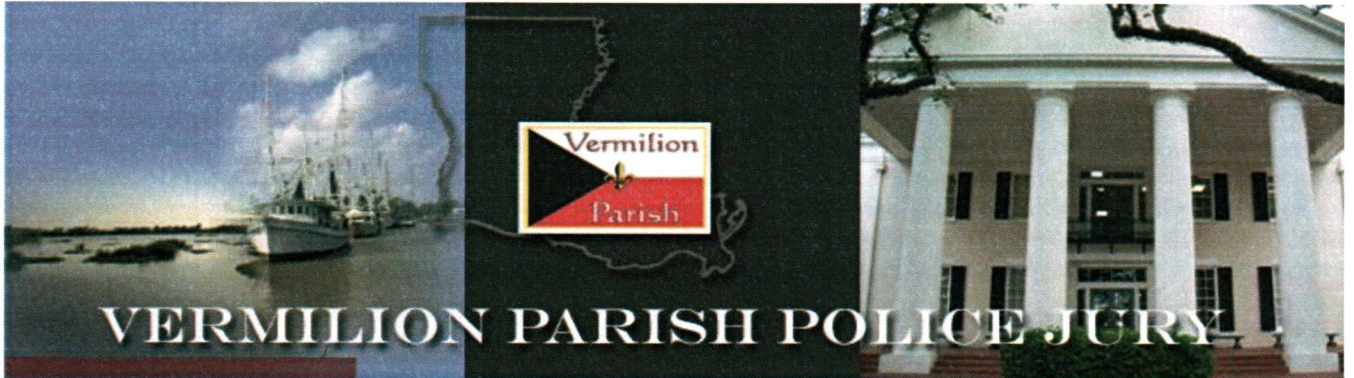


*Vermilion Parish  
Office of Homeland Security &  
Emergency Preparedness*



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MULTI-HAZARD  
EMERGENCY OPERATIONS PLAN

**ANNEX E**  
**SHELTER**

June 2019

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# ANNEX E - SHELTER

## I. PURPOSE

*This annex describes the processes used for implementing sheltering and mass-care operations for evacuees.*

It is the purpose of this annex to establish procedures for the sheltering of evacuees during any man-made or natural emergency situation within and/or in the surrounding area of Vermilion Parish.

## II. SITUATION AND ASSUMPTIONS

### A. SITUATION

1. Vermilion Parish could experience disaster conditions that would require emergency sheltering of evacuees.
2. Disaster conditions requiring sheltering could be brought about by natural phenomena such as: hurricanes, floods, tornadoes, fires, severe winter storms, or any combination thereof.
3. Disaster conditions requiring sheltering could be brought about by man-made phenomena such as: chemical, biological, radiological or other hazardous materials transportation accidents, leaks and/or explosions either at a fixed site or in transit, terrorism and war-related emergencies.

### B. ASSUMPTIONS

1. Public shelters will be manned and operable during the time of an emergency.
2. Not all residents will use shelters. It has been estimated that 17% of the population will seek American Red Cross designated shelters, 52% will go to a friend or relative's house, and 22% will use a hotel or motel whereas 9% will not evacuate.
3. Facilities will be designated for lodging special needs. See Appendix 4.
4. Vermilion Parish Mosquito Control and Vermilion Parish Rabies Control personnel will serve as the principal organization responsible for operating mass care facilities during disasters until the American Red Cross can take over.
5. Sufficient warning time will be available to ensure that mass care facilities are opened in time to provide shelter and other services for people that have been evacuated.
6. Military Support, as approved by the Governor, will be available to support mass care operations.
7. The support of jurisdictions in pre-designated shelter sectors will provide similar mass care services when evacuees cannot be cared for in Vermilion Parish or when mitigating circumstances deem necessary.

### III. CONCEPT OF OPERATIONS

#### A. GENERAL

1. The Vermilion Parish Shelter Program is provided through the efforts of the Office of Homeland Security & Emergency Preparedness, the American Red Cross, the School Board, and the Louisiana Shelter Task Force. The agencies are utilized to afford the best available protection for those seeking shelter.
2. The Vermilion Parish Mosquito Control and Rabies Control is the Action Offices for Shelters.
3. All shelter locations are determined by conditions such as elevation, and location of shelters relative to an incident. Where practical, available public and private facilities may be used as shelters depending on the incident, (Appendix 2) with the exception of sheltering outside of the jurisdiction. In which case the host jurisdiction will provide shelter facilities as they see fit.
4. Vermilion Parish will keep evacuees and the general public informed on mass care facilities through the use of any and or all communications systems available.
5. The arrangement of operation of each mass care facility shall be as follows:
6. The American Red Cross, in cooperation with the Vermilion Parish Mosquito Control and Vermilion Parish Rabies Control, will operate and be responsible for shelter facilities during any disaster in which sheltering is necessary.
7. The primary mode of transportation to a shelter facility will be by private vehicle. Public emergency transportation will be provided where necessary. (See Annex D)
8. The management team determines management structure of shelter facilities.
9. All communications from shelter facilities to general public, and inquiries as to the status of shelter patrons shall be routed through the Emergency Operations Center or American Red Cross
10. The shelter manager shall determine services provided to shelter patrons by determining availability, feasibility, and necessity. The American Red Cross shall conduct all shelter stocking and re-supply.
11. The Health and Medical Officer, as to the necessities of each individual, will evaluate Special Needs persons requiring shelter. A determination will be made as to which facility can provide necessary services, and method of transportation shall be determined where necessary.
12. In the event of a war-related emergency, Vermilion Parish has been designated as a low risk area for enemy attack. Public fallout shelters will be made available for Parish residents.

#### B. PHASES OF EMERGENCY MANAGEMENT

1. Prevention
  - a. OHSEP reviews the shelter list annually.
  - b. OHSEP reviews / renews their memorandums of understanding with each shelter annually.

- c. Establish and coordinate Pet Sheltering logistics through the Parish Emergency Operations Center.
2. Mitigation
    - a. OHSEP, in coordination with the ARC, has determined the requirements for adequate shelters, their locations, and the facilities, available for supporting evacuees.
    - b. Conduct a hazard analysis of the parish
3. Preparedness
    - a. Resource list for all shelter preparations are updated annually and maintained in the Emergency Handbook.
    - b. Verification of shelter personnel as to name, phone number, and availability, is maintained by the ARC and personal contact is made annually.
    - c. Shelter Standard Operating Procedures (SOPs) are on file in the EOC.
    - d. Shelter supplies and kits shall be stocked and annually checked by the American Red Cross.
    - e. ARC Shelter Management Courses and GOHSEP training shall be offered to OHSEP personnel whenever such classes are available.
    - f. ARC will be responsible for accelerated training of Shelter Managers in a crisis building period.
    - g. Parish EOC establishes contact for Pet Sheltering Operations.
4. Response
    - a. At the onset of any emergency that may require sheltering; the initial alert shall include locating designated shelters as well as expedient shelters within the proximity of the incident.
    - b. At the request of any evacuee that may require sheltering, the Homeland Security and Emergency Preparedness Director or their designated representative, in conjunction with recommendations from the incident commander, will make the decision of whether or not to open a shelter.
    - c. If determined that opening a shelter is appropriate, the Emergency Operations Center shall notify the Vermilion Parish Mosquito and Rabies Control, the American Red Cross and the necessary personnel responsible for opening the shelters. A parish representative will be in each shelter.
    - d. The EOC shall coordinate with the Vermilion Parish Mosquito and Rabies Control, and the American Red Cross regarding the opening of such shelters and, at the same time, declare the best and most available routes for evacuation to the command post at the scene.
    - e. The EOC shall coordinate public information announcements to the media for general distribution by the public information officer.
    - f. The EOC shall maintain accurate information on open shelters, i.e., locations, capacity, current population, status, etc. This information will be provided by the liaison in the EOC.
5. Recovery

- a. Re-Entry:
  1. Analyze transportation and re-entry conditions and problems and obtain transportation.
- b. For Extended Stay:
  1. DEVELOP STAFFING LEVELS, RENDER ASSISTANCE TO RED CROSS EMERGENCY FEEDING AND TEMPORARY HOUSING AS NEEDED, AND HAVE ARC SUBMIT SHELTER OPERATION RECORDS TO THE EOC.

#### IV. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

1. Considerations for local government.
 

Pre-disaster duties include:

  - a. Maintain designated shelter list.
  - b. Establish and maintain ARC contact.
  - c. Coordinate Pet Sheltering Operations.
  - d. Arrange with Health Department and Department of Children and Family Services to assist in shelter operations.
  - e. Coordinate with the LA Office of Children and Family Services for Shelters. See Southwest LA Regional Hurricane Evacuation and Sheltering Plan.
  - f. Prepare signs to identify shelters.
2. Vermilion Parish Mosquito Control, Vermilion Parish Rabies Control, Volunteer agencies and the American Red Cross (Correct spacing above)
  - a. Staff designated shelters.
  - b. Coordinate family support and medical services.
  - c. Coordinate shelter use with the EOC.
  - d. Maintain shelter log and evacuee inventory.
  - e. Arrange for periodic shelter surveys.
  - f. Provide food, lodging, and registration services.
  - g. Provide evacuees with up-to-date information concerning the status of the disaster and what to expect when they leave the shelter.
3. Emergency Operations Staff
  - a. Parish President / Mayors
 

Assumes responsibility for all sheltering efforts.
  - b. Homeland Security and Emergency Preparedness Director
    - Manages the Emergency Operations Center, oversees its activation, and ensures it is staffed to support all mass care efforts.

- Coordinates with the local chapter of the American Red Cross, Salvation Army and other public service non-profit organizations, and personnel to perform mass care operations jobs.
  - Coordinates volunteer support efforts to include the activities of volunteers from outside the jurisdiction and the assistance offered by unorganized volunteer and neighborhood groups within the jurisdiction toward mass care operations.
  - Reviews information to be provided to the public on mass care activities.
  - Coordinates planning requirements with the Homeland Security and Emergency Preparedness staff in outside jurisdictions that have been identified as potentially hazard free and have agreed to house evacuees in their mass care facilities.
  - Coordinates the provision of mass care needs for personnel performing medical duties during emergencies.
- c. Sheriff & Municipal Police Chiefs
- Responsible for providing security at designated shelters within their jurisdiction.
  - Provides traffic control during evacuee movement to mass care facilities.
  - Provide alternate communication between shelters and the Emergency Operations Center.
- d. Office of Homeland Security and Emergency Preparedness Assistant Director
- Responsible for assisting Homeland Security and Emergency Preparedness Director in coordinating activities for all mass care efforts.
  - Responsible for ensuring the maintenance, availability, and operation of communications equipment in support of mass care activities.
  - Responsible for continuous 24 hour coverage of the Parish Emergency Operation Center, monitoring all communications and prompt notification of the Emergency Operations Center's Staff, Emergency Operations Center's personnel and other agencies as directed, in the event that mass care activities are required.
- e. Fire Services
- Periodically survey shelter sites for fire safety and report deficiencies to EOC.
  - Assist in emergency transportation to area hospital for people with medical problems which may occur at shelters.
  - Provide fire suppression for shelters.
- f. Military
- Prepare for mass feeding assistance at shelters.
  - Deliver emergency water supplies as needed.
  - Assist with emergency transportation.
- g. Public Information Officer
- Make public announcements about availability of mass care facilities.

- h. School Services Officer
  - Responsible for making School Board resources available.
  - Coordinates the transportation of school children to mass care facilities.
  - Responsible for coordinating and obtaining transportation resources to ensure easy movement of people into mass care facilities.
- i. Code Enforcement (Building Inspectors, VPPJ/Parish Engineers).

Certify that all shelters are structurally sound. (This will be requested by ARC).

## V. DIRECTION AND CONTROL

All shelter activities will be coordinated through the ARC Operational Headquarters and the ARC Parish EOC liaison via the Vermilion Emergency Operations Center, Vermilion Parish Mosquito Control and Vermilion Parish Rabies Control in the EOC. Shelter Managers will be responsible for the operation of their individual shelters.

## VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are according to the SOG's or procedures established by each department. See Basic Plan.

## VII. ADMINISTRATION AND LOGISTICS

### 1. Shelter Management

Shelters will be operated in accordance with ARC shelter guidelines as delineated by the Shelter Management Training Course (ARC 3074). Training will be provided by ARC on a regular basis.

### 2. Shelter Kits

Shelter kits containing appropriate forms, handbooks, and identification have been prepared. ARC will distribute the kits to their designated locations upon activation of the shelter.

### 3. Records and Reports

All Emergency Operation Center Staff and personnel are responsible for keeping an accurate log of all activities and communications that take place in their capacity. The Shelter Managers will report directly to the ARC Operational Headquarters then the information will be forwarded to the representative at the Parish EOC. They will then ensure current and accurate shelter information including the conditions and number of people in the shelter. This will be reported and maintained at the EOC. An event log/shelter operation records will be kept by the Shelter Manager that will be turned into the EOC.

### 4. Communications

The telephone will be the primary means of communications to shelters. Emergency Personnel staffed at the shelter will have access to 700/800 MHz radios and will be able



to communicate directly with the Emergency Operations Center. If possible, Amateur radio operators will also be placed in each shelter and the EOC for communications.

5. Shelter Stocking

Shelters will be stocked as soon as possible upon activation. ARC will provide food and other services along with support from OHSEP and other volunteer agencies.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

OHSEP, along with ARC, will assume the primary responsibility for this annex. All other agencies will perform their respective functions.

## IX. AUTHORITIES AND REFERENCES

### A. AUTHORITIES

(See Basic Plan)

### B. REFERENCES

Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency

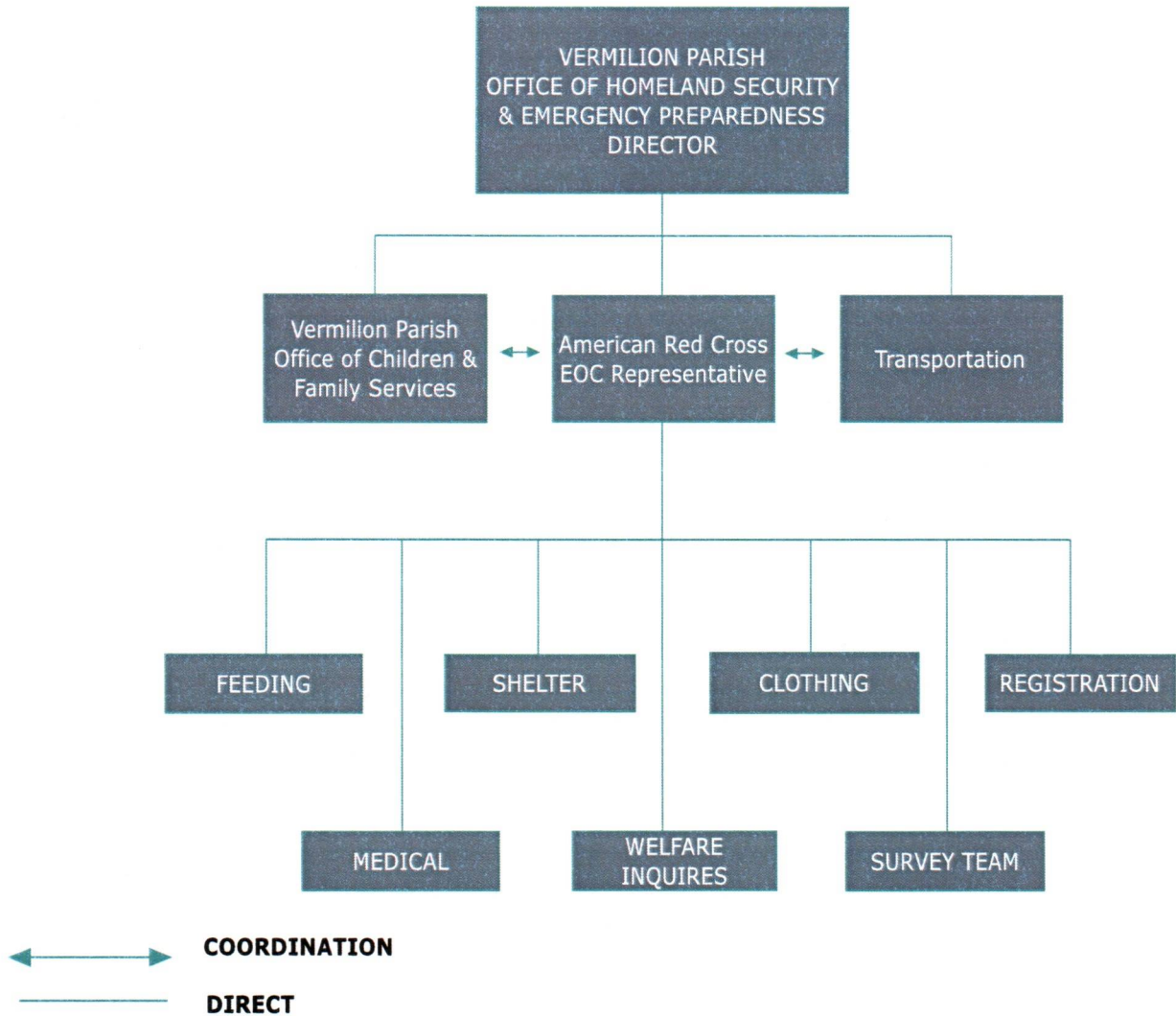
## X. APPENDICES TO ANNEX

1. Shelter Functions Org Chart
2. Shelter Facilities
3. Guide for Shelter Managers
4. Animal Sheltering Plan
5. Institutional & Special Needs Evacuees
6. Shelter, Reception and Care Checklist
  - a. Priority check list for Shelter Manager
  - b. Checklist for Activation & Operation of Shelter

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# ANNEX E - APPENDIX 1

## SHELTER FUNCTIONS ORGANIZATIONAL CHART



## SHELTER FACILITIES IN VERMILION PARISH

\*\*\*The Vermilion Parish Office of Homeland Security & Emergency Preparedness maintains a current listing of all facilities in Vermilion Parish to be used as a shelter in the event of an emergency or disaster\*\*\*

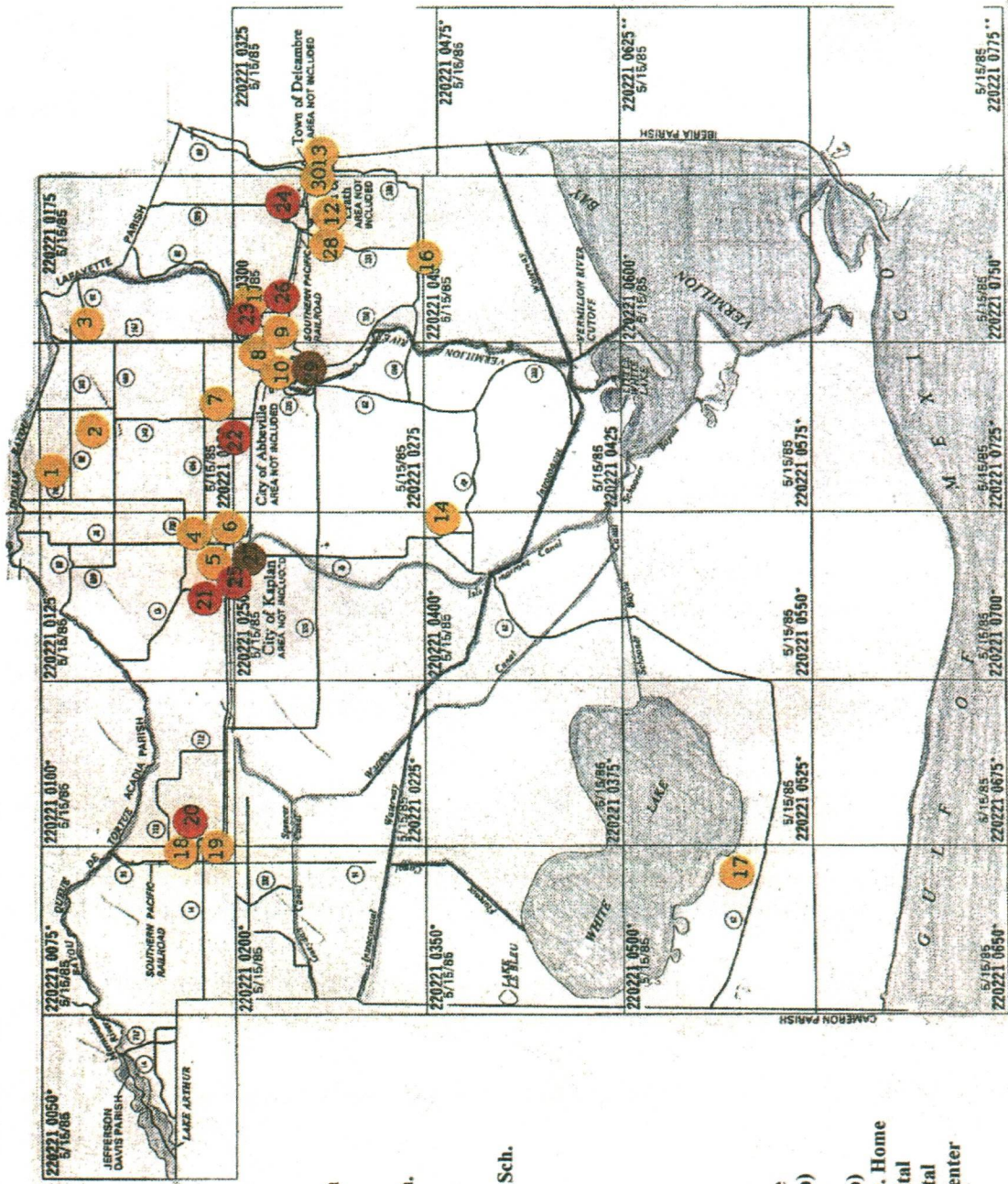
I. DISASTER SHELTERS

American Red Cross, facilities in Vermilion Parish

II. RECEPTION/STAGING AREAS in Vermilion Parish.

- A. One is at the Abbeville AA Comeaux Center, the other at the Kaplan High School. Both have communications to the EOC, and large parking areas.
- B. One or both MSA's will be activated upon direction by the Parish through department heads, (1) in a period in which a major peacetime disaster threatens; or (2) during a period of acute international crisis.
- C. NSA's, when activated, will provide a base for coordinated emergency operations should a peacetime or attack disaster occur. They will also be used as a rally point for mutual aid forces coming into Vermilion Parish and a staging area for post-disaster population support and recovery activities.

NOTE: Copies of all above-referenced shelter listings are maintained in the Reference Handbook located in the EOC.



**LIST OF SHELTERS  
& SPECIAL NEEDS  
FACILITIES**

1. Indian Bayou Elem.
2. North Vermilion High
3. Maurice Elem.
4. Kaplan Elem.
5. Rene Rost Middle Sch.
6. Kaplan High
7. Meaux Elem.
8. Vermilion Catholic
9. J.H. Williams Middle Sch.
10. Eaton Park Elem.
11. Abbeville High
12. Erath High
13. Delcambre High
14. E. Broussard Elem.
15. Seventh Ward Elem.
16. Henry Elem.
17. Pecan Island High
18. Gueydan High
19. Jesse Owens Elem.
20. Gueydan Nurs. Home
21. Heritage Manor (Kap)
22. Vermilion Hlth Care
23. Heritage Manor (Abb)
24. Morris Lahasky Nurs. Home
25. Abram Kaplan Hospital
26. Abbeville Gen. Hospital
27. Kaplan Recreation Center
28. Dozier Elem.
29. Boys & Girls Club
30. Delcambre Elem.

## Vermilion Parish Possible Shelter Locations

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**Vermilion Parish Shelter List is located in the Emergency Operations Center.**

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# ANNEX E - APPENDIX 3

## GUIDE FOR SHELTER MANAGERS

### I. SHELTER OPERATION

This material is planned to serve as a guide and checklist for the individual responsible for opening a school, public building, church, or other facility to be used for the reception and care of disaster victims within Vermilion Parish.

The Shelter Manager should be someone familiar with the building to be used: its size, facilities, and day-to-day level of supplies. If the shelter is a school, the principal or a designated member of the staff may serve under agreements in effect between the school board and ARC. Authorization for use of the school as a shelter should be made through normal school district channels.

The regular staff working in the building-faculty, as well as office, cafeteria, and maintenance staff, should be the primary resource for personnel to operate the shelter, as they have the most complete knowledge of the facility and can best safeguard against damage and misuse.

The Shelter Manager may expect full support from the chapter to provide needed equipment, supplies, and additional staff. ARC will pay for food and other supplies on hand that are used in the shelter, as well as, additional supplies required.

Mass Care shelters are generally intended to operate for a limited time - one to four days. In most instances, shelter residents are able to return to their homes within a short time or to locate other housing. The remaining families can be assisted by Family Service workers in solving this problem.

While in operation, the shelter must meet a multitude of physical and psychological human needs under adverse conditions. The young, old, ill, employed and unemployed, all have special needs to be met through recreation, medical services, transportation, maintenance, and social work services available through the shelter.

### II. DUTIES OF THE SHELTER MANAGER

#### A. PRE-DISASTER PLANNING

Chapters are responsible for identifying and planning for shelters - pre-designated Shelter Managers would participate in this activity. Such preparedness comprises:

- \_\_\_\_ 1. Developing a plan for the operation of the buildings to include:
  - \_\_\_\_ a. A survey of the building.
  - \_\_\_\_ b. A floor plan of the building and grounds, and use of space.
- \_\_\_\_ 2. Estimating the resources and supplies necessary to operate the shelter base on its capacity:
  - \_\_\_\_ a. Type and quantity of supplies such as soap, towels, and cleaning equipment.
  - \_\_\_\_ b. Food and cooking equipment.

- \_\_\_\_\_c. Provision for bedding, medical, and first-aid supplies.
- \_\_\_\_\_3. Estimating additional staff needed for actual operations including support staff for other disaster committees.
- \_\_\_\_\_4. Planning a method of registering each person housed in the shelter. (Last, first and middle name, pre-disaster home address.)

**Note: The Shelter Manager may appoint one or more assistants for any of the above duties; however, they are all ultimately the responsibility of the Shelter Manager.**

## B. IN TIME OF DISASTER

After being officially notified to open a building for the shelter, the Shelter Manager should:

- \_\_\_\_\_1. Proceed immediately to the building.
- \_\_\_\_\_2. Establish and maintain contact with the EOC and ARC disaster headquarters.
- \_\_\_\_\_3. Alert basic staff and activate the building.
- \_\_\_\_\_4. Arrange the building for operation, inventory supplies and equipment. Prepare rooms for receiving people and for other purposes.
- \_\_\_\_\_5. Order supplies and equipment from EOC and ARC disaster headquarters and report any need for support such as medical services.
- \_\_\_\_\_6. Recruit additional personnel. (Disaster victims in the shelter may be recruited.)
- \_\_\_\_\_7. Begin feeding beverages and snacks as soon as the shelter opens, and begin regular meal service as soon as possible.
- \_\_\_\_\_8. Keep in constant touch with the Shelter Chairman at disaster headquarters (EOC), give progress reports and a daily count of persons housed and fed.
- \_\_\_\_\_9. Arrange for the care of pets, if necessary.

## C. SHELTER RECEPTION AND REGISTRATION

- \_\_\_\_\_1. The Shelter Manager is responsible for ensuring that a simple record is kept of every person who is housed in the shelter. The Shelter Manager may delegate this responsibility to one or more assistants as needed.
- \_\_\_\_\_2. At the reception desk, the family or individual should be assigned to an appropriate lodging area. They should proceed to the registration desk before going on to their lodging area.
- \_\_\_\_\_3. Shelter registration cards (ARC Form 5972) should be used if available. If not, plain 3 x 5 inch cards may be used for this registration. The following information is needed:
  - \_\_\_\_\_a. Last, first, and middle names for husband and wife (include wife's maiden name).
  - \_\_\_\_\_b. Names and ages of all family members.

- \_\_\_\_\_ c. Any health problems.
  - \_\_\_\_\_ d. Pre-disaster address.
  - \_\_\_\_\_ e. Date arrived in the shelter; date departed.
  - \_\_\_\_\_ f. Post-disaster address.
- \_\_\_\_\_ 4. Registration cards should be made in duplicate. One copy is for the Shelter Manager's files, and one copy is sent to disaster headquarters (EOC) for the Welfare Inquiry section. If it is not practicable to make cards in duplicate, an alphabetical list of shelter occupants can be submitted.
  - \_\_\_\_\_ 5. When victims move from the shelter, it should be so indicated on the registration cards, and disaster headquarters (EOC) should be notified.

**Note: It is important that people be registered as soon as they arrive in the shelter, or as soon as practicable. (This is not to be confused with registration of families for individual assistance, i.e., Family Service.)**

#### D. FOOD

In general, feeding for shelter operation falls into one of two categories: (1) feeding within the shelter, where cafeteria facilities already exist, and (2) the arrangement to feed persons in a nearby commercial establishment. (In some instances, it may be feasible to create temporary kitchen and feeding equipment within the shelter.)

- \_\_\_\_\_ 1. The Shelter Manager is administratively responsible for feeding people housed under his/her management. The Shelter Manager may have the use of staff that normally operate the cafeteria, or may have to rely on food delivery by other units of the Mass Care function.
- \_\_\_\_\_ 2. The Shelter Manager is responsible for maintaining a daily count of people fed within his/her shelter and reporting this information to the EOC & ARC headquarters.
- \_\_\_\_\_ 3. The person in charge of feeding will arrange for someone to receive, store, issue, and keep records of supplies.
- \_\_\_\_\_ 4. Shelter occupants can assist as cooks', helpers, and servers and can serve on the clean-up crew.
- \_\_\_\_\_ 5. Hot meals should be provided twice a day. Additionally, a midday lunch should be provided for children, the aged, expectant and nursing mothers, workmen, and disaster victims doing heavy work.
- \_\_\_\_\_ 6. Special diet problems will be handled as recommended by medical and nursing staff on duty at the shelter.
- \_\_\_\_\_ 7. Menus will be planned in terms of foods available, with perishable foods being used first. Sufficient foods should be prepared to provide second servings. USDA foods may be available, subject to approval by appropriate government agencies (e.g., school administration) and ARC authorities.



- \_\_\_\_\_8. The ARC will also provide mobile feeding stations should the shelter stations become inadequate.

#### E. MEDICAL AND NURSING

- \_\_\_\_\_1. ARC is responsible for providing adequate medical and nursing services in all ARC-operated shelters to care for the sick and injured, protect the health of residents, and supervise the sanitation at the shelter.
- \_\_\_\_\_2. The ARC chapter is responsible for providing competent Disaster Health Services staff in each shelter. If such staff is unavailable, the Shelter Manager should assign someone with knowledge of first aid to provide limited care. In the absence of qualified medical staff, all medical problems would be referred to a local emergency room or physician. In such an event, the Shelter Manger must retain records of individuals, a description of their ailment or injury, and the medical facility used.

#### F. RECREATION

If large numbers of persons are housed in the shelter, and if the shelter operation is prolonged, it is advisable to provide recreation activities.

- \_\_\_\_\_1. It is the Shelter Manager's responsibility to decide when and if recreation is needed. He may appoint one or more persons to develop appropriate recreational activities.
- \_\_\_\_\_2. The Shelter Manager may call upon resources at disaster headquarters (EOC) for assistance such as films, newspapers, equipment, games, and television sets, if available.

#### G. SHELTER MAINTENANCE

The Shelter Manager will designate someone to be responsible for building maintenance and upkeep. The staff normally responsible for the facility may be available for this purpose. Shelter residents should, however, be asked to assist. Necessary activities include the following:

- \_\_\_\_\_1. Acquire additional supplies and equipment such as furniture, safety and cleaning equipment, and tools.
- \_\_\_\_\_2. Arrange for daily janitorial service.
- \_\_\_\_\_3. Arrange for the installation of additional temporary facilities such as showers and toilets.
- \_\_\_\_\_4. Move furniture as necessary.
- \_\_\_\_\_5. Prepare and supervise the use of the grounds and yard for parking and recreation, if necessary.

- \_\_\_\_\_6. Maintain a system of record keeping to be used upon returning the building to its original condition upon closing, and document any damages and related expenses.

### III. FLOOR PLAN AND SPACE ALLOCATION

#### A. IN THE ALLOCATION OF SPACE, CONSIDERATION SHOULD BE GIVEN TO THE FOLLOWING NEEDS:

- \_\_\_\_\_1. Manager's office.
- \_\_\_\_\_2. Emergency medical care.
- \_\_\_\_\_3. Feeding.
- \_\_\_\_\_4. Reception and registration.
- \_\_\_\_\_5. Storage of food and supplies.
- \_\_\_\_\_6. Possible storage of occupants' belongings.
- \_\_\_\_\_7. Rest room for staff (in larger shelters).
- \_\_\_\_\_8. Family Service interviewing areas.
- \_\_\_\_\_9. Some guidelines to use in planning:
  - \_\_\_\_\_a. One toilet per 40 persons (6 for 200, 14 for 500).
  - \_\_\_\_\_b. Forty to sixty square feet of sleeping space per person.
  - \_\_\_\_\_c. One quart of drinking water (minimum) per person, per day.
  - \_\_\_\_\_d. Five gallons of water per person, per day (all uses).
  - \_\_\_\_\_e. Twenty-five hundred calories per person, per day (approximately 3.5 pounds of unprepared food).

### IV. STAFF NEEDED

#### A. THE FOLLOWING STAFF WILL BE NEEDED FOR ACTUAL OPERATIONS:

- \_\_\_\_\_1. Shelter Manager
- \_\_\_\_\_2. Assistant Manager
- \_\_\_\_\_3. Nurse
- \_\_\_\_\_4. Registration
- \_\_\_\_\_5. Food preparation
- \_\_\_\_\_6. Building maintenance and sanitation

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# ANNEX E - APPENDIX 4

## ANIMAL SHELTERING PLAN

### I. GENERAL

The purpose of this section is to provide basic guidelines for the sheltering of small animals (pets) in Sector A and Sector B areas of the Shelter Area Parishes and large animals (equine, livestock) in Sector C of the Shelter Area Parishes. This plan will be activated and coordinated by the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).

The Louisiana Veterinary Medical Association (LVMA) has organized Regional Animal Response Teams (RARTs). Under direction of the Louisiana Department of Agriculture and Forestry (LDAF), these teams will be responsible for the operation of small animal shelters within their areas. Neither the Louisiana Shelter Task Force nor the parish OHSEP Director will be responsible for the operation of the small animal shelters.

### II. SITUATION AND ASSUMPTIONS

#### A. SITUATION

In Vermilion Parish, public health during disasters is directly related to the safety of animals. Owners may fail to evacuate because they cannot take their animals with them, or owners who left their animals behind will later try to reenter the disaster area to rescue them. The human-animal bond extends to livestock and equine owners.

#### B. ASSUMPTIONS

1. THROUGH PUBLIC EDUCATION, ANIMAL OWNERS WILL BE ADVISED ON HOW TO PREPARE THEIR ANIMALS FOR A DISASTER SITUATION.
2. BY PROVIDING SHELTERS FOR PETS, HUMAN LIVES WILL BE SAVED.

### III. SMALL ANIMALS

- A. EVACUEES WILL BE ADVISED OF PET SHELTER LOCATIONS AT THE INFORMATIONAL POINTS. INFORMATIONAL POINTS WILL BE STAFFED BY RARTs. ALONG WITH LOCATIONS, PET OWNERS WILL RECEIVE REQUIREMENTS FOR USE OF THE PET SHELTERS.
- B. LOCAL VETERINARIANS AND STAFF, OPERATING AS RARTs, WILL PROVIDE VETERINARY EMERGENCY CARE OF THE ANIMALS AS NEEDED. RARTs WILL BE RESPONSIBLE FOR THE INITIAL SET UP OF THE SHELTER. STATIONS IN THE SHELTER ARE TO INCLUDE: ANIMAL AND OWNER IDENTIFICATION, VETERINARY NEEDS, RESOURCE PROCUREMENT, DOCUMENTATION OF ACTIVITIES, AND EXPENSES.
- C. THE PET SHELTERS WILL BE PAIRED WITH NEARBY ARC SHELTERS WHERE OWNERS WILL BE SHELTERED. THE PET OWNER WILL PROVIDE DAILY FEEDING, WATERING, AND EXERCISING OF HIS/HER PET AND HELP KEEP THE SHELTER AREA CLEAN.
- D. AT CHECK-IN, THE PET OWNER WILL BE REQUIRED TO SHOW PROOF OF REQUIRED VACCINATIONS. PETS WILL BE EXAMINED, IF NECESSARY, BY A VETERINARIAN. ANY PET NOT HAVING ITS VACCINATIONS, OR CONSIDERED TO POSE A RISK TO OTHER ANIMALS OR PEOPLE, WILL NOT BE

ADMITTED TO THE SHELTER. THE FINAL DECISION RESTS WITH THE VETERINARIAN IN CHARGE AT THE SHELTER.

- E. PET SHELTER STANDARD OPERATING PROCEDURES ARE DEVELOPED AND MAINTAINED BY LVMA.
- F. STAGING AREAS FOR HUMANE GROUPS WILL BE IDENTIFIED AND ESTABLISHED BY LDAF.
- G. ZOOS, ANIMAL HUMANE SOCIETIES, AND ANIMAL CONTROL MUST HAVE DISASTER PLANS AND CANNOT UTILIZE PUBLIC SHELTERS.

#### IV. LARGE ANIMALS

Large animals will be sheltered in Shelter Sector C. Humans with large animals need to evacuate early and travel the shortest distance with their animals. LDAF, Office of Animal Health Services will maintain a list of facilities in Shelter Sector C that are available for sheltering of large animals. Owners are responsible for moving and caring for their animals.

#### V. INFORMATION FOR CITIZENS CONCERNING PETS, LIVESTOCK, AND WILDLIFE - DISASTER PLANNING TIPS FOR PETS, LIVESTOCK, AND WILDLIFE

The Humane Society of the United States offers disaster planning tips for pets, livestock and wildlife whether it's a large-scale natural catastrophe or an unforeseen emergency that causes you to leave your home temporarily. Everyone's family can benefit from having a household evacuation plan in place before disaster strikes. Every disaster plan must include your pets!

##### A. THE HUMANE SOCIETY OF THE UNITED STATES (HSUS) OFFERS THE FOLLOWING TIPS TO PET OWNERS DESIGNING AN EMERGENCY SAFETY PLAN:

1. If you evacuate your home, **DO NOT LEAVE YOUR PETS BEHIND!** Pets most likely cannot survive independently; and if by some remote chance they do, you may not be able to find them when you return.

- VI. FOR PUBLIC HEALTH REASONS, MANY EMERGENCY SHELTERS CANNOT ACCEPT PETS. FIND OUT WHICH MOTELS AND HOTELS IN YOUR AREA ALLOW PETS -- WELL IN ADVANCE OF NEEDING THEM. INCLUDE YOUR LOCAL ANIMAL SHELTER'S NUMBER IN YOUR LIST OF EMERGENCY NUMBERS - THEY MIGHT BE ABLE TO PROVIDE INFORMATION CONCERNING PETS DURING A DISASTER.
- VII. MAKE SURE IDENTIFICATION TAGS ARE UP TO DATE AND SECURELY FASTENED TO YOUR PET'S COLLAR. IF POSSIBLE, ATTACH THE ADDRESS AND/OR PHONE NUMBER OF YOUR EVACUATION SITE. IF YOUR PET GETS LOST, HIS TAG IS HIS TICKET HOME. MAKE SURE YOU HAVE A CURRENT PHOTO OF YOUR PET FOR IDENTIFICATION PURPOSES.
- VIII. MAKE SURE YOU HAVE A SECURE PET CARRIER, LEASH, OR HARNESS FOR YOUR PET SO THAT IF HE OR SHE PANICS, HE OR SHE CAN'T ESCAPE.

- IX. TAKE PET FOOD, BOTTLED WATER, MEDICATIONS, VETERINARY RECORDS, CAT LITTER/PAN, CAN OPENER, FOOD DISHES, FIRST AID KIT, AND OTHER SUPPLIES WITH YOU IN CASE THEY ARE NOT AVAILABLE LATER. WHILE THE SUN IS STILL SHINING, CONSIDER PACKING A "PET SURVIVAL" KIT WHICH COULD BE EASILY DEPLOYED IF DISASTER HITS.
- X. IF YOU ARE UNABLE TO RETURN TO YOUR HOME RIGHT AWAY, YOU MAY NEED TO BOARD YOUR PET. MOST BOARDING KENNELS, VETERINARIANS, AND ANIMAL SHELTERS WILL NEED YOUR PET'S MEDICAL RECORDS TO MAKE SURE ALL VACCINATIONS ARE CURRENT. INCLUDE COPIES IN YOUR "PET SURVIVAL" KIT ALONG WITH A PHOTO OF YOUR PET.
- XI. IF IT IS IMPOSSIBLE TO TAKE YOUR PET WITH YOU TO TEMPORARY SHELTER, CONTACT FRIENDS, FAMILY, VETERINARIANS, OR BOARDING KENNELS TO ARRANGE FOR CARE. MAKE SURE MEDICAL AND FEEDING INFORMATION, FOOD, MEDICINE, AND OTHER SUPPLIES ACCOMPANY YOUR PET TO HIS FOSTER HOME. **NOTE:** SOME ANIMAL SHELTERS WILL PROVIDE TEMPORARY FOSTER CARE FOR OWNED PETS IN TIMES OF DISASTER, BUT THIS SHOULD BE CONSIDERED ONLY AS A LAST RESORT.
- XII. IF YOU HAVE NO ALTERNATIVE BUT TO LEAVE YOUR PET AT HOME, THERE ARE SOME PRECAUTIONS YOU MUST TAKE, BUT REMEMBER THAT LEAVING YOUR PET AT HOME ALONE CAN PLACE YOUR ANIMAL IN GREAT DANGER! CONFINE YOUR PET TO A SAFE AREA INSIDE -- **NEVER** LEAVE YOUR PET CHAINED OUTSIDE! PLACE A NOTICE OUTSIDE IN A VISIBLE AREA, ADVISING WHAT PETS ARE IN THE HOUSE AND WHERE THEY ARE LOCATED. PROVIDE A PHONE NUMBER WHERE YOU OR A CONTACT CAN BE REACHED AS WELL AS THE NAME AND NUMBER OF YOUR VETERINARIAN.
- A. NOT ONLY ARE PETS AFFECTED BY DISASTER, BUT THE OTHER ANIMALS IN THE DISASTER AREA ARE AFFECTED AS WELL. THE HSUS OFFERS THESE BASIC TIPS FOR PEOPLE WHO ENCOUNTER WILDLIFE OR HAVE LIVESTOCK ON THEIR PROPERTY:
1. Wildlife
    - a. Wild animals often seek higher ground which, during floods, eventually become submerged (i.e., island) and the animals become stranded. If the island is large enough and provides suitable shelter, you can leave food appropriate to the species (i.e., sunflower seeds for squirrels). Animals have a flight response and will flee from anyone approaching too closely. If the animal threatens to rush into the water, back away from the island or you may frighten the animal into jumping into the water to escape from you.

- b. Wildlife often seeks refuge from flood waters on upper levels of a home and may remain inside even after the water recedes. If you meet a rat or snake face to face, be careful but do not panic. Open a window or other escape route and the animal will probably leave on its own. Never attempt to capture a wild animal unless you have the training, protective clothing, restraint equipment and caging necessary to perform the job.
- c. Beware of an increased number of snakes and other predators who will try to feed on the carcasses of reptiles, amphibians, and small mammals that have been drowned or crushed in their burrows or under rocks.
- d. Often, during natural disasters, mosquitoes and dead animal carcasses may present disease problems. Outbreaks of anthrax, encephalitis, and other diseases may occur. Contact your local emergency management office for help!
- e. If you see an injured or stranded animal in need of assistance, or you need help with evicting an animal from your home, please contact your local animal control office or animal shelter!

### XIII. LIVESTOCK

- a. **EVACUATE LIVESTOCK WHENEVER POSSIBLE.** Arrangements for evacuation, including routes and host sites, should be made in advance. Alternate routes should be mapped out in case the planned route is inaccessible.
- b. The evacuation sites should have or be able to readily obtain food, water, veterinary care, handle equipment and facilities.
- c. Trucks, trailers, and other vehicles suitable for transporting livestock (appropriate for transporting each specific type of animal) should be available along with experienced handlers and drivers to transport them. Whenever possible, the animals should be accustomed to these vehicles in advance so they are less frightened and easier to move. If evacuation is not possible, a decision must be made whether to move large animals to available shelter or turn them outside. This decision should be determined based on the type of disaster and the soundness and location of the shelter (structure).

All animals should have some form of identification that will help facilitate their return.

### XIV. ANIMAL CONTACTS

#### State Agencies: Add area codes to telephone numbers)

State Veterinarian (Office of Animal Services, Department of Agriculture & Forestry)	(225) 925-3980
Area Veterinarian-in-Charge: (USDA: APHIS: VS)	(225) 389-0436
Louisiana Veterinary Medical Association (LVMA):	(225) 928-5862 (LVMA) 1-800-524-2996

#### Animal Organizations:

US Humane Society	(202) 452-7700
Bandits Wildlife	(225) 654-5941

Cajun Trapping	(225) 767-2021
Raccoon Rescue	(225) 766-2688
Cat Haven	(225) 756-4748
CAAWS	(225) 752-5801
PAAWS	(225) 677-9292
American Kennel Club	(919) 233-9767
Baton Rouge Kennel Club	1-900-407-7877
NACA	1-800-828-6474
Wildlife and Fisheries	(225) 765-2800
*After Hours	(225) 765-2706
Baton Rouge Zoo	(225) 775-3877
Operation Game Thief	1-800-442-2511
Animal Damage Control	(225) 389-0229

**Dead Animals:**

BFI	(225) 778-3800
Livestock	(225) 231-3254
State Hwy	(225) 231-4131
Birds- Public Health	1-800-256-2748
Mosquito Control	337-898-4330

**Bees:**

LSU (Dr. Pollet)	(225) 578-2180
LSU (Bee Lab)	(225) 578-9280
M. Catania	(225) 261-2365
E. Holloway	(225) 923-2833

**LSU:**

Small Animals	(225) 578-9600
Large Animals	(225) 578-9500

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# ANNEX E - APPENDIX 5

## INSTITUTIONAL & SPECIAL NEEDS EVACUEES

### I. Concept of Operations

#### A. General

1. The Vermilion Parish Coroner along with the CEO Abbeville General Hospital is the Action Agencies for Medical Needs Shelters.
2. The Parish Medical Shelters are a combination of methods that can utilize the best available Protection.
3. Where practical hospitals, nursing homes, and other medical facilities are used as shelters in a combination of methods that can utilize the best available protection.
4. The primary mode of transportation for non-ambulatory patients shall be by ambulance, for ambulatory patients it shall be by Vermilion Parish Office of Children & Family Services, Vermilion Parish Council on Aging Buses and Vans; Vermilion Parish School Board buses.
5. The Vermilion Parish Council on Aging shall be the Action Agency for non-Acute Special Needs Patients utilizing assigned Building for Shelter.
6. The Vermilion Parish Health Unit will assist in this Shelter. For non-acute Patients, with staffing & nursing.
7. The Home Health Agencies shall furnish care givers for their Patients, and assist with nursing & staffing.
8. The Nursing homes shall make prior arrangements for their Patients with other Nursing Homes or medical facilities.
9. It is not visualized that hospitals and nursing homes shall evacuate unless they are in storm surge or flood plain area.

#### B. Phases of Management

1. Mitigation
  - a. Conduct hazard analysis for each facility.



- b. Determine Requirement for Adequate Shelter.
  - c. Determine locations and facilities best suited for shelters and upgrade existing facilities to suffice.
2. Preparedness
- a. A resource list must be updated every 6 months and maintained with the Facilities Standard Operating Procedure.
  - b. Prepared checklist and SOP for each facility.
3. Response
- a. At the onset of any emergency that may require sheltering the initial Alert shall include locating designated shelters as well as expedient shelters within the Parish.
  - b. The Medical EOC (AGH) shall arrange for the opening and staffing of such shelters utilizing the staffs of each Medical Agencies in the Parish.
  - c. The Medical EOC (AGH) will issue public information announcement to the Media for General distribution.
  - d. The Medical EOC (AGH) will consolidate all medical summaries and reports and Fax or Deliver them to the Parish OEP EOC.
4. Recovery
- a. For return to former facility transportation and re-entry conditions and problems.
  - b. For extended stay
    - (1) Staffing Schedules
    - (2) Emergency Feeding and temporary Housing

## **II. Organization and Assignment of Responsibilities**

- A. Medical shelter Operations shall be a special assignment for the Vermilion Parish Coroner, and the CEO'S of Abrom Kaplan Hospital, CEO of Abbeville General Hospital, and Administrator of Gueydan Clinic.

B. Medical EOC

1. Pre-disaster duties include the following
  - a. Maintain a monthly status report of medical Patients.
  - b. Maintain a list of all medical facilities in the Parish.
  - c. Maintain a list of all Mutual Aid Facilities outside the Parish.
  - d. Establish contact with state Medical Agencies and Red Cross as needed.
  - e. Arrange with health department and Social Services Agencies to assist in Medical Shelter Operations.

C. American Red Cross

1. Responsible for staffing designated Red Cross shelters.
2. Provides food, medical, lodging and registration services.
3. Provides family support services.
4. Coordinates shelter use with EOC.
5. Maintains shelter log and evacuee inventory.

D. Law Enforcement - Sheriff & Local Police

1. Provides security at designated shelters as well as at reception/staging areas.
2. Provides traffic control at shelters
3. Provides back-up communication between shelters and EOC.
4. Assists with emergency medical problems at shelters including emergency transportation to area hospital.

E. Fire Services

1. Periodically survey shelter sites for fire safety and report deficiencies to EOC.

2. Assist in emergency transportation to area hospital with medical problems which may occur at shelters.
3. Provide fire suppression for shelters.

F. Military

1. Prepare for mass feeding assistance at shelters.
2. Deliver emergency water supplies as needed.
3. Assist with emergency transportation.

G. All other sections refer Annex E.

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# ANNEX E - APPENDIX 6

## SHELTER, RECEPTION AND CARE CHECKLIST

### PRIORITY ACTION CHECKLIST FOR THE SHELTER MANAGER AND DEPUTY MANAGER

1<sup>st</sup> Priority:

Upon activation of Shelter(s):

- \_\_\_\_\_ Reaffirm appointments of deputies for operations, technical and special services and team leaders who are serving in this capacity in Congregate Lodging Facility (CLF). If there was no CLF prior to shelter entry, appoint them immediately.
- \_\_\_\_\_ Begin movement of CLF occupants to Fallout Shelter areas along with persons from nearby residences or other locations who have been designated as occupants of your Fallout Shelter. Control traffic for orderly entry.
- \_\_\_\_\_ Have Radiological Protection Team recheck upgrading and other protective factors so that Upgrading Team can make any last-minute improvements.
- \_\_\_\_\_ Move supplies and equipment into shelter area if they are not there.
- \_\_\_\_\_ Control movement of people in Fallout Shelter areas according to pre-designated space assignments. CLF community groups should be retained unless space limitations dictate other groupings.
- \_\_\_\_\_ Keep windows and vents open as long as possible before radioactive clouds approach the host community areas. Make certain ventilation system is operating and that any packaged ventilation kits stocked in the shelter are located and ready to use.
- \_\_\_\_\_ Re-register affected population, adding to shelter list the CLF list. All registration forms should indicate move to Fallout Shelter.
- \_\_\_\_\_ Establish and maintain communications with EOC from Fallout Shelter location. Inform EOC that Shelter has been occupied and number of persons in it. Report initial supply status as well.

- \_\_\_\_\_ Check operation of mechanical equipment which will be operating in support of shelter, determine if power will be available or portable be used. Make necessary repairs and adjustments while there is still time to do so.
- \_\_\_\_\_ Establish strict fire code controls.
- \_\_\_\_\_ Establish toilet area and set up portable toilets if needed.
- \_\_\_\_\_ Establish medical care area. Establish sick bay in isolated area if space is available.
- \_\_\_\_\_ Inventory water and food supplies and establish distribution system for rationing available supply over 2-week period.
- \_\_\_\_\_ Distribute instruction sheets to team leaders.
- \_\_\_\_\_ Call meeting of group leaders for orientation to shelter living requirements. Have them, in turn, orient their groups.
- \_\_\_\_\_ Fill out information sheet about your Shelter.
- \_\_\_\_\_ Monitor phone, shortwave radio, and Emergency Broadcast System for latest information on movement of radioactive clouds and general conditions resulting from attack.

2nd Priorities: Beginning Immediately as Population Settles in:

- \_\_\_\_\_ Brief entire shelter population, directly or through team leaders, on what is happening and review with them what Shelter life will be like.
- \_\_\_\_\_ Establish daily schedule.
- \_\_\_\_\_ Begin regular water and food distribution.
- \_\_\_\_\_ Activate all functional teams.
- \_\_\_\_\_ Maintain close control over daily supply inventory. Supplies must be well guarded.
- \_\_\_\_\_ Maintain daily health checks with emphasis on preventing spread of disease or psychological upsets.

- \_\_\_\_\_ Initiate continual radiological protection surveillance to assure safety of population.
- \_\_\_\_\_ Maintain strictest possible sanitation controls.
- \_\_\_\_\_ Establish continual fire and security patrols, begin instruction in emergency rescue and escape techniques.
- \_\_\_\_\_ Maintain shelter discipline and dally schedule.
- \_\_\_\_\_ Keep population well informed on what is happening within the shelter and outside.
- \_\_\_\_\_ Monitor health conditions.
- \_\_\_\_\_ Keep constant check on radioactivity levels in the Shelter and take any necessary steps to improve protection.
- \_\_\_\_\_ Maintain best possible air exchange levels.
- \_\_\_\_\_ Maintain close controls over distribution of water and food and use of other supplies and equipment.
- \_\_\_\_\_ Prepare population for post-shelter living conditions. Maintain contact with EOC.
- \_\_\_\_\_ Prevent people from leaving shelter until EOC authorizes emergence.

**Checklist for Activating and Operating Emergency Shelter Services in an Emergency.**

The following emergency checklist is an example of how to establish and operate Emergency Shelter Services in the nuclear attack crisis. It should be used when planning is incomplete or when an emergency develops so rapidly that there is not enough time to implement normal planning procedures. If local communities have not previously planned for the operation of a comprehensive shelter systems organization, this checklist may serve as an expedient system when a nuclear attack crisis is impending. The Emergency Lodging Services team should also review these steps and integrate their planning activities with shelter operations as the situation dictates.

a. Pre-crisis Planning

- \_\_\_\_\_ Develop emergency plans, procedures, and training programs.
- \_\_\_\_\_ Review shelter survey and emergency operations plans to obtain information on available shelter spaces.
- \_\_\_\_\_ Determine total fallout shelter space requirements and established shelter allocation procedures employing the following steps:
  - \_\_\_\_\_ Select, upgrade, and register home basement shelters;
  - \_\_\_\_\_ Identify upgradable facilities and specify improvised shelters;
  - \_\_\_\_\_ Allocate evacuees to lodging and shelter facilities;
  - \_\_\_\_\_ Establish Sheltering and Care districts and allocate facilities to districts.
- \_\_\_\_\_ Develop upgrading, shelter stocking, and radiological protection procedures.
- \_\_\_\_\_ Establish overall management and coordination procedures; coordinate activities with:
  - \_\_\_\_\_ High-hazard area officials;
  - \_\_\_\_\_ Local public agencies, volunteer welfare organizations, the commercial/industrial sector;
  - \_\_\_\_\_ Community level emergency services (fire and rescue, law enforcement, public health, public works); and
  - \_\_\_\_\_ The other Sheltering and Care services.

- \_\_\_\_\_ Maintain and update core team and personnel roster, sources of supplies and equipment, names of owners and operators of potential fallout shelters.
- \_\_\_\_\_ Coordinate recruiting and training of fallout shelter managers.
- \_\_\_\_\_ Prepare voluntary hosting plans with local homeowners.
- \_\_\_\_\_ Prepare information releases, instructional services, and procedures to release public information.

b. Increased Readiness Phase

- \_\_\_\_\_ Alert key Emergency Shelter Services personnel and augment core team as rapidly as possible, brief and make assignments. Recruit and train fallout shelter managers; make assignments and begin opening shelters.
- \_\_\_\_\_ Update roster of additional personnel available for shelter operations and staffing fallout shelters.
- \_\_\_\_\_ Review and update fallout shelter list for upgradable shelter construction; inventory locally available equipment and personnel for earthmoving; establish upgrading priorities.
- \_\_\_\_\_ Prepare fallout shelter operational plans and procedures; begin shelter marking and stocking.
- \_\_\_\_\_ Assemble fallout shelter managers and review:
  - \_\_\_\_\_ In-place protection and protective measures,
  - \_\_\_\_\_ Fire prevention and control,
  - \_\_\_\_\_ Radiological protection measures,
  - \_\_\_\_\_ Emergency medical procedures, and
  - \_\_\_\_\_ Communications procedures.
- \_\_\_\_\_ Develop and disseminate public information releases detailing supplies to be brought to shelters, self-protective measures, first aid.
- \_\_\_\_\_ Meet with and coordinate activities of other community emergency services (fire and rescue, law enforcement, public health, emergency medical).



\_\_\_\_\_ Request residents to volunteer space in private homes to host evacuees and arrange for assignment of evacuated families to resident households.

\_\_\_\_\_ Coordinate activities with associated high-hazard area officials to identify resources, equipment, and personnel to be moved into reception area when evacuation begins.

\_\_\_\_\_ Report status of the system to Sheltering and Care Coordinator.

c. Mobilization Phase

\_\_\_\_\_ Assemble and assign Emergency Shelter Services personnel; activate shelter operations; open and begin operations of fallout shelters.

\_\_\_\_\_ Assemble and distribute equipment and supplies to fallout shelters.

\_\_\_\_\_ Commence upgrading and improvising fallout shelters.

\_\_\_\_\_ Mark and stock public fallout shelters.

\_\_\_\_\_ Coordinate operations with other Sheltering and Care services, community emergency services, and evacuating high-hazard area personnel.

\_\_\_\_\_ Bring in equipment, resources, and personnel from high-hazard area, and make arrangements to receive and assign evacuees to congregate care facilities at or near the facilities they will be upgrading.

\_\_\_\_\_ Report mobilization status to Sheltering and Care Coordinator and prepare for movement phase.

d. Movement Phase

\_\_\_\_\_ Initiate and sustain Emergency Shelter Services for the duration of the crisis.

\_\_\_\_\_ Assign evacuees to volunteered private homes.

\_\_\_\_\_ Continue upgrading and Improvising fallout shelters; mark and stock fallout shelters as quickly as possible; direct, monitor, and inspect upgrading and construction of shelters.

\_\_\_\_\_ Notify Emergency Shelter Services personnel and fallout shelter managers that evacuation has begun; prepare to receive and provide shelter services (food and water, medical, radiological protection).

e. Relocated Phase

- \_\_\_\_\_ Fully staff Emergency Shelter Services and sustain activities throughout the crisis.
- \_\_\_\_\_ Complete upgrading and construction of shelters, radiological protection, shelter marking, and shelter stocking.
- \_\_\_\_\_ Make specific shelter assignments and announce to local residents and evacuees.
- \_\_\_\_\_ Activate communications system between fallout shelters, Sheltering and Care Coordinator, and Emergency Operations Center.
- \_\_\_\_\_ Provide for transfer of evacuees from congregate lodging facilities; assist in transfer of other Sheltering and Care personnel, equipment, and supplies to fallout shelters.
- \_\_\_\_\_ Implement training programs for in-place protection and protective posture, fire prevention and control, radiological protection, and emergency medical procedures.
- \_\_\_\_\_ Disseminate emergency public information.

f. Attack Phase

- \_\_\_\_\_ Transfer all Sheltering and Care services to fallout shelters; SHELTER MANAGERS ASSUME COMPLETE RESPONSIBILITY FOR POPULATION PROTECTION.
- \_\_\_\_\_ Transfer and receive population in fallout shelters, transfer necessary goods and supplies to fallout shelters; provide life support activities.
- \_\_\_\_\_ Transmit projections of fallout arrival to shelters.

*Coordinate or provide the following:*

- \_\_\_\_\_ Inter-shelter movements,
- \_\_\_\_\_ Inter-shelter communications and communications from the Emergency Operations Center,
- \_\_\_\_\_ Release of instructions of information for persons in home shelters, and

\_\_\_\_\_ Dissemination of Information on the radiological environment and status of government operations.

\_\_\_\_\_ Coordinate the preparation of plans for post-attack emergence from shelters and for post-attack environment and recovery efforts; ensure policies exist to implement these procedures.