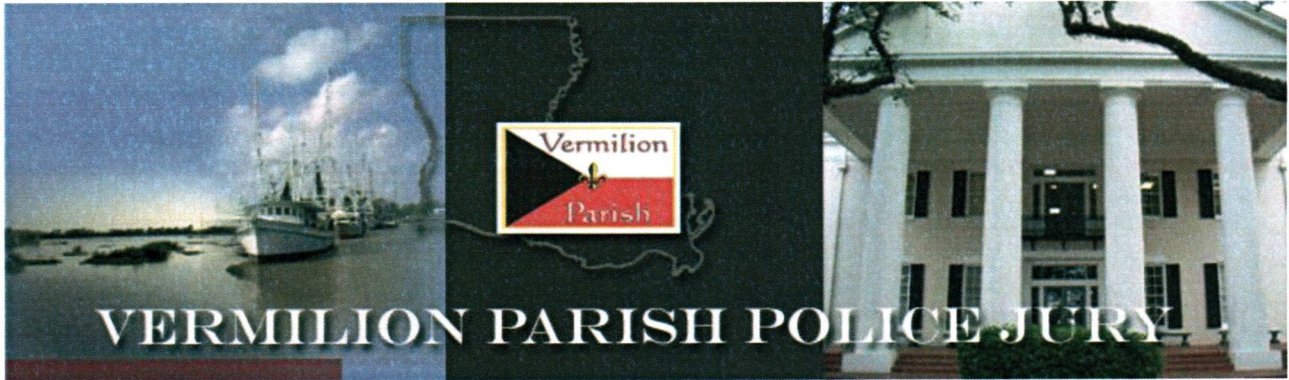


*Vermilion Parish
Office of Homeland Security &
Emergency Preparedness*



MULTI-HAZARD
EMERGENCY OPERATIONS PLAN

ANNEX M
WELFARE SERVICES

June 2019

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ANNEX M - EMERGENCY WELFARE SERVICES

I. PURPOSE

This annex describes the guidelines and procedures used to provide emergency welfare services to victims of a disaster, either natural or man-made.

It is the purpose of this annex to ensure that there are available guidelines in order to provide the necessary assistance to the victims of any emergency that would affect the residents of Vermilion Parish.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

Reference Paragraph II. A., Basic Plan.

Vermilion Parish is continually exposed to potential disasters that are capable of destroying the property of individuals, their means of making a living and the physical environment which makes modern society workable. Emergency welfare services are critical to relieving suffering and making the basic necessities of life available to persons affected by such disasters. To ensure that these services can be made available quickly and effectively, plans must be made and an organization maintained which can respond to these disasters.

B. ASSUMPTIONS

Reference Paragraph II. B., Basic Plan.

1. The Parish will continue to be exposed to potential disasters.
2. The coordination of emergency welfare services will be required to respond to these disasters.
3. The most effective and adequate response is through planning efforts.
4. Emergency welfare services can be of significant assistance to the people of Vermilion Parish in preventing or reducing disaster related losses.

III. CONCEPT OF OPERATIONS

Reference Paragraph III., Basic Plan.

A. GENERAL

1. The State Department of Children and Family Services shall provide the direction necessary in order to provide an emergency welfare program.
2. The Parish Department of Children and Family Services shall be responsible for the following activities:
 - a. Its normal welfare-related duties.

- b. Development of specific requirements for implementing an emergency welfare plan for the residents of Vermilion Parish.
- 3. Major functions of the welfare program are:
 - a. Emergency Registration
 - b. Coordination of feeding
 - c. Clothing
 - d. Lodging
 - e. Social Services

B. PHASES OF EMERGENCY MANAGEMENT

- 1. Prevention
 - a. Develop method of registering evacuees in shelters.
 - b. Establish a warehouse facility to house food, donated clothing and personal hygiene products that will be needed by evacuees.
- 2. Mitigation
 - a. Plan shelter services to be provided in an emergency situation.
 - b. Coordinate activities with the Director of OHSEP.
 - c. Train personnel in emergency procedures.
 - d. Plan coordination with other services.
 - e. Review and update Emergency Public Welfare Service Plan.
- 3. Preparedness

Upon receiving information that residents of Vermilion Parish are threatened, the Director and the Staff of the Parish Office of Children and Family Services shall review all existing plans for emergency welfare services.

The Parish Office of Children and Family Services shall anticipate an approximate need for child and family services and be prepared to implement an emergency action plan.
- 4. Response

Upon notification that an emergency or disaster has occurred, the Parish Office of Children and Family Services will activate the emergency plan to include:

 - a. Situation analysis.
 - b. Mobilization of resources.
 - c. Coordination of all welfare services provided by public and private welfare or welfare-related agencies, civic, and church groups.
 - d. Carry out these responsibilities in close coordination with local governmental operations.

5. Recovery

- a. Continue welfare assistance to the needy as circumstances dictate on an emergency basis.
- b. Establish on-site centers for granting relief to victims of emergency situations.
- c. The response of the Parish Office of Children and Family Services will vary depending on the needs of the victims and the ability of the office to respond.

IV. ORGANIZATION AND RESPONSIBILITIES

Reference Paragraph IV, Basic Plan.

A. ORGANIZATION

1. The State Department of Children and Family Services (DCFS) establishes policies, procedures, and provides guidance to the Parish Department of Children and Family Services in order to develop and maintain statewide capability of service delivery to meet human needs caused by a disaster. The Parish Office of Children and Family Services are organized with an inherent response oriented capability as the welfare arm of local government.
2. The organization structure of Emergency Welfare Services of Vermilion Parish is found in Appendix 1.

B. RESPONSIBILITIES

It is the responsibility of the Homeland Security and Emergency Preparedness Office and the Parish Office of Children and Family Services to coordinate all welfare assistance within Vermilion Parish.

V. DIRECTION AND CONTROL

The Parish OHSEP Director and the Director of the Parish Office of Children and Family Services will maintain direction and control over welfare operations from his office, the Emergency Operations Center or a command post.

At times of an emergency, the Parish Director or the Parish Office of Children and Family Services may:

1. Designate other staff members to represent the department in the Emergency Operations Center.
2. Continue to operate from the Parish Office of Children and Family Services or other designated area.

VI. CONTINUITY OF GOVERNMENT

The chain of command for Emergency Welfare Service activities in the Office of Children and Family Services (DCFS) are established by departmental policy. The DCFS oversees the channels of operating procedures.

VII. ADMINISTRATION AND LOGISTICS

Reference VII, Basic Plan.

A. ADMINISTRATION

1. All emergency plans will be reviewed and updated for implementation.
2. The Office of Children and Family Services alerting procedures should be kept current.
3. A current list of available shelters, which may be required in an emergency and/or disaster, is maintained.

B. LOGISTICS

Delivery of emergency welfare services shall be done in accordance with the established operating procedures of the Office of Children and Family Services.

The State Department of Health and Human Resources will provide technical assistance, manpower, supplies and office space in order to provide assistance to Vermilion Parish.

Any support agencies will provide essential logistics to assure its designated emergency function.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

Reference VIII. Basic Plan

The Director of OHSEP, along with the Director of the Office of Children and Family Services, will be responsible for the development and updating of this plan.

IX. AUTHORITIES AND REFERENCES

See Basic Plan.

X. GLOSSARY/DEFINITION OF TERMS

Reference X., Basic Plan.

XI. APPENDICES TO ANNEX

Emergency Welfare Services Organizational Chart

ANNEX M – APPENDIX 1

PUBLIC WELFARE ORGANIZATIONAL CHART

