

ANNEX C

Shelter and Mass Care

Lavaca County

Jurisdiction



2022

C-i

APPROVAL AND IMPLEMENTATION

Annex C

Shelter & Mass Care

This annex is hereby approved for implementation and supersedes all previous editions.



Signature

4.5.22

Date



Signature

04-04-2022

Date

NOTE: The signature(s) will be based upon local administrative practices. Typically, the annex is signed by the individual having primary responsibility for this emergency function in the first signature block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the annex may sign the annex.

APPROVAL AND IMPLEMENTATION

Annex C


Shelter & Mass Care

This annex is hereby approved for implementation and supersedes all previous editions.



Barbara B. Neville, American Red Cross

10-27-15
Date



Micah Harmon, EMC

11/17/2015
Date

ANNEX C SHELTER & MASS CARE

I. AUTHORITY

See Basic Plan, Section I.

II. PURPOSE

The purpose of this annex is to outline organizational arrangements, operational concepts, responsibilities, and procedures to protect evacuees and others from the effects of an emergency situation by providing shelter and mass care.

III. EXPLANATION OF TERMS

A. Acronyms

ARC	American Red Cross
DDC	Disaster District Committee
DWI	Disaster Welfare Inquiry
EMC	Emergency Management Coordinator
EOC	Emergency Operations or Operating Center
FEMA	Federal Emergency Management Agency
FNSS	Functional and Access Needs Support Services
HHSC	Health and Human Services Commission
NIMS	National Incident Management System
PIO	Public Information Officer
SOPs	Standard Operating Procedures
TLETS	Texas Law Enforcement Telecommunications System
TSA	The Salvation Army
USDA	United States Department of Agriculture

B. Definitions

Mass Care. Providing assistance to those who have been displaced from their homes and others affected by a hazardous situation or the threat of such a situation. Mass care for these individuals includes providing food, basic medical care, clothing, and other essential life support services.

Welfare Inquiries. Welfare inquiries are requests from relatives, friends, employers, or others for information on the status of persons in an area affected by a emergency situation who cannot be located because they have evacuated, become separated from their families, or cannot be contacted by normal means of communications. Registration of disaster victims at shelters provides some of the information needed to answer welfare inquiries. For emergency situations that extend beyond several days, the American Red Cross may activate a Welfare

Inquiry system [known in many other states as a Disaster Welfare Inquiry (DWI) system] to handle such inquiries.

Shelter. Short term lodging for evacuees during and immediately after an emergency situation. Shelters are generally located away from known hazards. Mass care operations are typically conducted in shelters.

Individuals with Access and Functional Needs. Persons who may have additional needs before, during and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; live in institutional settings; are older; are children; are from diverse cultures; have limited English proficiency or are non-English speaking; or are transportation disadvantaged.

Functional and Access Needs Support Services. Services that enable children and adults with or without disabilities who have access and functional needs to maintain their health, safety, and independence in a general population shelter.

IV. SITUATION AND ASSUMPTIONS

A. Situation

1. Our Hazard Summary in Section IV.A of the Basic Plan identifies a number of threats that could make necessary evacuation of some portions of the [county/city]. Evacuees from other jurisdictions may also seek refuge in our area. Each of these situations may generate a need for shelter and mass care operations in our area.
2. We have the ultimate responsibility for providing shelter and mass care to protect local residents displaced from their homes and others who evacuate into our jurisdiction due to emergency situations.
3. Shelter and mass care needs may range from very short term operations for a limited number of people where the primary objective is to provide protection from the weather, comfortable seating, and access to rest rooms to more lengthy operations for large number of evacuees where feeding, sleeping, and shower facilities are desirable and a variety of assistance must be provided to evacuees.
4. The American Red Cross (ARC) has been chartered under federal law to provide mass care to victims of natural disasters. Hence, our efforts should be coordinated with the ARC, which will normally operate shelter and mass care operations insofar as its capabilities permit.
 - a) The ARC signs agreements with local governments, school districts, churches, and other organizations to use their facilities for shelter and mass care operations. The ARC identifies suitable shelter facilities based on a set of standards, maintains a list of potential shelters, maintains shelter kits, and trains shelter management personnel.

- b) Local governments and the ARC and other volunteer groups may also sign agreements relating to the operation of shelter and mass care and feeding facilities when needed; such agreements detail the responsibilities of both the volunteer group and the local government. See Appendix 2 for pertinent local agreements.
5. If ARC services are not available, other volunteer organizations and religious groups may open shelters. Some of these organizations and groups coordinate their efforts with the ARC, while others may operate these facilities themselves and assume full responsibility for them.

B. Assumptions

1. Shelters may have to be opened with little notice. Until the ARC personnel arrive and assume responsibility for managing such shelters, local government personnel may have to manage and coordinate shelter and mass care activities.
2. Volunteer organizations that normally respond to emergency situations will assist in shelter and mass care operations.
3. If additional resources are need to conduct shelter and mass care operations, support may be requested pursuant to inter-local agreements and from state and federal emergency management agencies. When requested by a local jurisdiction, the Governor may authorize the use of military forces to support shelter and mass care operations.
4. Facilities planned for shelter and mass care use will be available at times of need.
5. When evacuation is recommended during an emergency situation, approximately 80 percent of those for whom evacuation has been recommended will evacuate. The vast majority of evacuees will seek refuge with friends or relatives or go to commercial accommodations rather than a public shelter. In addition, some people who are not at risk may spontaneously evacuate and some of those individuals may seek public shelter.
6. For hazards that are highly visible or extensively discussed in the media, people may evacuate occur prior to an official recommendation to do so. Hence, shelter and mass care operations may have to commence early in an emergency situation.
7. Essential public and private services will be continued during shelter and mass care operations. However, for a major evacuation that generates a large-scale shelter and mass care operation, normal activities at schools, community centers, churches, and other facilities used as shelters may have to be curtailed.

V. CONCEPT OF OPERATIONS

A. General

1. We are responsible for developing a plan, integrating the concepts of the National Incident Management System (NIMS), for coordinating and providing mass care services to

persons affected by a disaster. The requirements for services may vary depending upon the nature, type, and level of the emergency. We will work closely with volunteer organizations that provide shelter and mass care support to determine the availability of shelter and feeding facilities, encourage facility owners to sign agreements for use of those facilities, and encourage facility owners to allow their personnel to participate in shelter management training.

2. The Incident Commander or the emergency management staff is expected to determine the need for opening shelters and commencing mass care operations based on the emergency situation that prevails.
3. The County Judge or EMC may request the opening of shelters and recommend the closing of shelters when they are no longer required. These actions should be coordinated with the ARC and other shelter providers. A list of potential shelters is provided in Appendix 1. The County Judge may further assign tasks and responsibilities to support shelter and mass care efforts.
4. The county, in cooperation with volunteer disaster assistance organizations, will provide temporary shelter and essential life support services for people displaced from their homes.
5. The ARC and other private disaster assistance organizations will be called upon to:
 - a) Open and temporary shelters for the displaced population.
 - b) Activate or organize shelter teams and provide shelter kits.
 - c) Register those occupying public shelters.
 - d) Provide feeding, emergency first aid, and other basic life support needs for those occupying temporary shelters.
 - e) For extended shelter operations, activate a disaster welfare inquiry systems
6. Provide periodic reports on the status of shelter and mass care operations. In some disasters, the federal government may be requested to provide emergency housing. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the extent possible, local government will assist and coordinate post-disaster housing needs of the homeless.
7. See Appendix 3 for local hurricane reception and care planning information.

B. Shelter

1. Shelter Selection. The ARC publishes standards for temporary shelters. The following criteria may be useful in screening facilities to determine which merit more detailed inspection:
 - a) Must be structurally sound and in a safe condition.
 - b) Must not be located in an area subject to flooding or where flooding can cut off access to the facility.

- c) Must not be in a hazardous materials risk area.
- d) Should have adequate sleeping space.
- e) Should have sufficient restrooms for the population to be housed.
- f) Should have adequate climate control systems.
- g) Kitchen/feeding area is desirable.
- h) Shower facilities are desirable if the facility will be used for more than one day.
- i) Telephone service is essential.
- j) Adequate parking is desirable.

The Shelter Officer should coordinate with the ARC and other volunteer organizations in identifying potential shelters and developing the shelter list in Appendix 1 to ensure that issues of interest to local government are considered in the shelter selection process.

2. Shelter Facilities:

- a) The ARC executes agreements with building owners for use of structures as shelters and normally inspects the facilities it plans to use to determine their capacities and the availability of various types of equipment.
- b) Schools are the most frequently used shelters because they generally have substantial space, a feeding capability, sufficient restrooms, and adequate climate control systems. Those who wish to utilize schools for sheltering must secure permission in writing from school officials.
- c) Community centers and churches are also frequently used as shelters. Permission to use these facilities or any other facilities for disaster operations should also be secured in writing from the owners or operators of those facilities.
- d) In most shelters, evacuees must sleep on the floor -- there are generally no cots immediately available. Public information messages should highlight this situation and encourage those who plan to take refuge in a public shelter to bring bedding.

3. Shelter Operations

- a) The specific facilities that will be used for sheltering and feeding during an emergency will depend on the needs of the situation, the status of available facilities, the location of the hazard area, and the anticipated duration of operations. Shelters are typically opened and closed based on need. When occupancy of existing shelters reaches 75 to 80 percent, consideration should be given to opening an additional facility.
- b) It is generally more effective in terms of resource utilization to operate a few medium to large shelters than a large number of small facilities.
- c) Shelters should be managed by individuals with shelter management training, *preferably individuals who work in the facility on a daily basis*. The ARC and the Shelter Officer will jointly maintain a listing of trained shelter and mass care facility managers in the local area.

- d) To ensure consistency in shelter activities, it is desirable that all shelters follow a general set of operating guidelines. When the ARC opens a shelter, ARC policies guide how the facility is staffed and operated.
- e) Shelter managers are expected to provide periodic reports on the number of occupants and the number of meals served. Volunteer groups operating shelters may also be required to report this information through their organizational channels.
- f) Local government is responsible for providing the following support for shelter operations:
 - 1) Security and, if necessary, traffic control at shelters.
 - 2) Fire inspections and fire protection at shelters.
 - 3) Transportation for food, shelter supplies, and equipment if the organization operating the shelter cannot do so.
 - 4) Transportation of shelter occupants to feeding facilities, if necessary.
 - 5) Basic medical attention, if the organization operating the shelter cannot do so.
- g) Evacuees normally return to their homes as soon as the danger has passed. Hence, most shelters are closed quickly and returned to normal use. However, some evacuees may be unable to return to their homes due to damage or destruction. It may be necessary to have one or more shelters remain open for an extended period until those who cannot return to their residences can be relocated to motels, rental units, mobile homes, and other types of temporary lodging. Such extended use facilities should have showers and on-site feeding; cots should be provided.

C. Mass Care

Mass care includes the registration of evacuees, feeding of evacuees and emergency workers, and provision of other life support needs for shelter occupants.

1. Registration

- a) The purpose of registration is to be able to respond to inquiries about the status of evacuees, monitor health concerns, and provide a basis for post-emergency follow-up support.
- b) The ARC will assist local government in the registration of evacuees who are housed in ARC shelters. The Shelter Officer should coordinate with other organizations that operate shelters to ensure that evacuees occupying those facilities are registered and information provided to the EOC.

2. Feeding:

- a) Both fixed facilities and mobile units may be used for preparing and serving meals. Fixed facilities include schools, churches, and civic buildings serving as shelters. The ARC, TSA, and other disaster relief agencies may also deploy self-contained mobile feeding units to supplement fixed feeding facilities.

- b) The U.S. Department of Agriculture (USDA), through the Health and Human Services Commission (HHSC), food banks, and commercial facilities provides USDA commodities used in preparing meals or for distribution to disaster victims.
- c) If a school is used as a congregate feeding site, the school may use USDA commodities already on its shelves to prepare meals for mass care operations. USDA will replace them or credit their entitlement dollars as long as school officials provide HHSC with an itemized list of which commodities were used and daily meal counts. USDA commodities **may not** be used without prior approval from HHSC. The request must come from the ARC Form FCS-292, which is a report of commodity distribution, must be completed by school officials within 30 days after the termination of assistance to the disaster victims. Also HHSC will arrange to have additional USDA commodities shipped to the feeding site, if necessary, either directly from USDA or one of the HHSC warehouses.

3. Other Needs

In addition to the provision of shelter and mass care services, evacuees may need assistance with clothing, basic medical attention, prescription medicines, disaster mental health services, temporary housing, and other support services. Some of these services may be provided by the same volunteer organizations that are operating shelters. In other cases, the Shelter Officer will have to identify the needs of those in public shelters to the Human Services Officer, who may be able to arrange for assistance from other volunteer organizations and agencies. Many human services programs also serve disaster victims that have not been evacuated from their homes. A description of human services programs and procedures for requesting human services support are provided in Annex O (Human Services).

D. Groups and Individuals with Access and Functional Needs

1. Institutional facilities include hospitals, nursing homes, group homes, and correctional institutions. Such facilities are responsible for the welfare and safety of their clients, who may need specially trained staff to care for them and specialized equipment and facilities to meet their needs. Institutions supporting individuals with access and functional needs are required by state and federal regulations to have disaster preparedness plans that provide for evacuation and relocation of the institution's population to comparable facilities in an emergency.
2. Mass care shelters for the general population are generally staffed and equipped to handle individuals with access and functional needs. Other individuals, particularly medical patients and prisoners, should not be relocated to shelters used by the general public. In the event that institutional facilities encounter difficulty in evacuating and relocating their clients, local officials may need to assist those facilities in arranging transportation and in locating suitable reception facilities. It may also be necessary to assist in relocating some medical patients who are living at home.

3. Public shelters can generally accommodate individuals with functional and access needs who require minimal care and are attended by their families or other caregivers.

E. Handling of Pets

1. Evacuees who go the homes of relatives or friends or commercial accommodations with their pets do not normally pose difficulties during an evacuation. Most pets will be allowed in emergency shelters operated by the ARC and most other organized volunteer groups. A number of studies have indicated that some people will not leave their homes if they cannot take their pets with them. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets. The Animal Control Officer/Local Veterinarian should coordinate these arrangements.
2. Depending on the situation, we will use one or more of the following approaches to handle evacuees arriving with pets:
 - a) Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
 - b) Direct pet owner to a public shelter that has covered exterior corridors or adjacent support buildings where pets on leashes can in carriers may be temporarily housed.
 - c) Set up temporary pet shelters at [the Fairgrounds, the Stock Show barns, the Exposition Center/other].

F. Public Information

1. The public information staff is expected to develop emergency public information messages ensuring the needs of whole community are adequately addressed to advise those who are or will be evacuating of the location of public shelters and general shelter policies.
2. The public information staff should also provide information on the emergency situation to shelter managers so they can pass such information on to shelter occupants.

G. Welfare Inquiries

We will attempt to answer disaster welfare inquiries to the extent possible using the registration data obtained at shelters and other facilities. The Shelter Officer will respond to inquiries until the ARC can assume that function. For more information on Welfare Inquiries, see Section IX.E of this annex.

H. Actions by Phases of Emergency Management

1. Mitigation:
 - a) Identify volunteer organizations that could assist in shelter and mass care operations and develop cooperative agreements.
 - b) In coordination with volunteer organizations, identify suitable shelters and feeding facilities.

- c) Sign agreements with volunteer organizations authorizing use of local government facilities for shelter and mass care operations.
- d) Encourage schools, churches, and volunteer groups to sign written agreements for use of their facilities as emergency shelters.

2. Preparedness:

- a) Send selected local officials to shelter management training and encourage those organizations or agencies that will be making their facilities available for use as shelters to send their personnel to such training.
- b) In coordination with volunteer organizations, identify potential shelters, and develop general shelter and mass care procedures for the local area.
- c) Coordinate basic communication and reporting procedures.
- d) Develop facility setup plans for potential shelters.
- e) Identify population groups requiring additional assistance during an emergency (i.e., senior citizens, functional and access needs, etc.) and ensure that preparations are made to provide assistance.

3. Response:

- a) Open and staff shelters and mass care facilities.
- b) Provide information to the public on shelter locations and policies.
- c) Assist in the registration of evacuees.
- d) Provide food, clothing, first aid, and other essential services to evacuees.
- e) Maintain communications between mass care facilities and EOC.
- f) Provide periodic reports on shelter occupancy and meals served.
- g) Provide information to victims needing additional services.

4. Recovery:

- a) Assist evacuees in returning to their homes if necessary.
- b) Assist those who cannot return to their homes with temporary housing.
- c) Deactivate shelters and mass care facilities and return them to normal use.
- d) Inform public of any follow-on recovery programs that may be available.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
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A. General

- 1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will carry out shelter and mass care operations.
- 2. Operations will be organized in accordance with NIMS guidelines.
- 3. We expect to be assisted by the ARC, other volunteer organizations active in disaster, and local volunteer groups and charitable organizations in conducting shelter and mass

care operations. The Shelter Officer is responsible for coordinating the efforts of local government, volunteer groups, and other agencies involved in shelter and mass care operations.

B. Task Assignments

1. The County Judge will:

- a) Direct the opening of local shelter and mass care facilities and the closing of such facilities when they are no longer needed.
- b) Approve release of emergency public information materials on shelter locations and guidance on what people should bring and not bring to public shelters prepared by the public information staff.
- c) Coordinate shelter and mass care efforts with other local governments, where appropriate.
- d) Request shelter and mass care support from other local governments or the State if local resources are insufficient.

2. The EMC will:

- a) Coordinate shelter and mass care planning with the Shelter Officer, the PIO, the Human Services Officer, other local officials, and volunteer organizations.
- b) When the situation warrants, recommend to the County Judge that shelter and mass care operations be implemented. Recommendations on the number of facilities to be activated and specific facilities to be used should be coordinated if possible with the volunteer organizations that will operate those facilities.
- c) Coordinate with the functional managers in the EOC to provide support for shelter and mass care activities.
- d) Receive reports on shelter and feeding operations from the Shelter & Mass Care Officer. During major emergencies, summarize shelter and mass care activities in the periodic Situation Report; see Annex N, Direction & Control, concerning this report.
- e) When conditions warrant, recommend to the County Judge that shelter and mass care facilities be closed

3. The Incident Commander will:

Identify requirements for shelter and mass care support needed as a result of an evacuation.

4. The Volunteer Coordinator/Community Services Manager/Parks & Recreation Supervisor/other shall serve as Shelter Officer and will:

- a) Identify volunteer organizations that are willing to support local shelter and mass care activities. See Appendix 1 to Annex O.

- b) In coordination with volunteer organizations that normally operate shelters and feeding facilities, identify potential shelter and mass care facilities. See Appendix 1 to this annex.
- c) Develop emergency agreements with volunteer groups for the use of facilities owned by local government as shelters and encourage other agencies, organizations, and groups that have suitable facilities to sign similar agreements.
- d) Develop cooperative agreements with volunteer organizations relating to shelter and mass care support. See Appendix 2 for pertinent information.
- e) Coordinate and disseminate common shelter operating guidelines to volunteer organizations operating shelters.
- f) Ensure mass care facilities are adequately staffed and equipped.
- g) Coordinate mass feeding where needed. Coordinate with HHSC officials for supplementary food stocks from USDA sources if required.
- h) Identify requirements for human services support for evacuees in shelters to the Human Services Officer.
- i) Identify requirements for facility security and fire protection requirements for shelters to law enforcement agencies and the fire service.
- j) Coordinate resource support for shelter operations.
- k) Receive reports on shelter and mass care operations and provide summary information for inclusion in the periodic Situation Report.
- l) Respond to disaster welfare inquiries until that function is assumed by the ARC.

5. Shelter Managers will:

- a) Staff and open shelters and keep them operating as long as necessary.
- b) Register shelter occupants and assist in answering disaster welfare inquiries.
- c) Arrange for mass feeding if required.
- d) Identify additional resource requirements to the Shelter Officer.
- e) Coordinate with the Shelter Officer to provide individual and family support services as needed.
- f) Submit a daily mass care facility status report to the Shelter Officer that indicates the number of shelter occupants, the number of meals served, and the condition of the facility, and also identifies any problem areas.
- g) Maintain records of supplies received and expended.
- h) When directed, terminate operations, turn in equipment and unused supplies, return the facility to its original condition, and submit a final report mass care facility status report.

6. The County Sheriff will:

- a) Provide security and law enforcement at shelter and mass care facilities.
- b) Provide back-up communications, if needed.

7. The Fire Chief will:

- a) Inspect shelter and mass care facilities for fire safety.
- b) Provide and maintain shelter fire extinguishers.
- c) Train shelter management personnel in fire safety and fire suppression.

8. The Transportation Officer will:
 - a) Arrange transportation for evacuees in shelters to feeding sites if necessary.
 - b) Arrange transportation for shelter equipment, food, clothing, blankets, comfort kits, and other shelter supplies to shelter and mass care facilities.
 - c) Upon request, provide transportation for return of evacuees without vehicles to their homes.

9. The Health and Medical Officer will:
 - a) Coordinate basic medical assistance for individuals in mass care facilities.
 - b) Monitor health and sanitation conditions in mass care facilities.

10. The Human Services Officer will:
 - a) Coordinate provision of clothing, blankets, personal care items and other items to evacuees.
 - b) Upon request, coordinate disaster mental health services for occupants of mass care facilities.

11. The PIO will:
 - a) Provide information to the public on the locations of shelters and shelter operating policies.
 - b) Provide updates on the emergency situation to shelter managers to be passed on to shelter occupants.
 - c) Provide public information on closure of shelters and return of evacuees to their homes.

12. The Animal Control Officer will:
 - a) Coordinate arrangements to provide temporary facilities for evacuees arriving at shelter and mass care facilities with pets.
 - b) Be prepared to provide shelter managers with information on procedures for handling evacuees with pets.

13. The American Red Cross

Pursuant to a cooperative agreement between the ARC and us, the ARC has agreed to do the following:

 - a) Staff and operate shelter and mass care facilities.
 - b) Register evacuees.
 - c) Provide mass feeding for victims and emergency workers.
 - d) Provide emergency assistance for other essential needs.
 - e) Process inquiries from concerned families outside the disaster area.

14. The School Superintendent will:

Shelter students in school buildings when the situation warrants.

15. Public Works will:

To the extent possible, ensure power, water supply, and sanitary services are operable at shelter and mass care facilities during emergency conditions.

16. Other Volunteer Groups

The following groups have agreed to provide the services indicated:

VII. DIRECTION AND CONTROL

A. General

1. The County Judge shall establish priorities for and provide policy guidance for shelter and mass care activities.
2. The County Judge will provide general direction to the Shelter Officer regarding shelter and mass care operations.
3. The Shelter Officer will plan and manage the conduct of shelter and mass care activities, coordinating as necessary with volunteer organizations that participate in shelter operations or mass feeding and other departments and agencies.
4. Shelter and feeding facility managers will be responsible for the operation of their individual facilities.
5. Methods of direction and control will be consistent with NIMS guidelines.

B. Line of Succession

1. The line of succession for the Shelter Officer is:
 - a. ARC Disaster Coordinator.
 - b. ARC Executive Director.
 - c. ARC Service Delivery Chair.
2. The line of succession for other shelter and mass care personnel will be in accordance with existing policies and SOPs.

VIII. READINESS LEVELS

A. Level IV: Normal Conditions

See the mitigation and preparedness activities in sections V.H.1 and V.H.2 of this annex.

B. Level III: Increased Readiness

1. Alert key staff and volunteer organizations involved in shelter and mass care activities of threat.
2. Review personnel availability and assignments.
3. Assess potential shelter and mass care requirements.
4. Review and update lists of lodging and feeding facilities and check on availability of facilities.
5. Monitor the situation

B. Level II: High Readiness

1. Place staff on standby and make preliminary assignments. Identify personnel to staff the EOC when activated.
2. Update estimate of shelter and mass care requirements.
3. In coordination with volunteer organizations, check on availability of facilities and identify facilities that will actually be used.
4. In coordination with volunteer organizations, develop tentative shelter and feeding facility opening sequence
5. Identify requirements for pre-positioning equipment and supplies.
6. Draft information for release to the public concerning shelter locations.

C. Level I: Maximum Readiness

1. Deploy selected personnel to the EOC to monitor the situation and support precautionary activities. Place other staff on-call.
2. Update estimate of shelter and mass care requirements.
3. In coordination with volunteer organizations, update potential facility use plans and tentative facility opening sequence.
4. In coordination with volunteer organizations, develop updated staff assignments for emergency operations.
5. Consider precautionary staging of personnel, equipment, and supplies.

6. Coordinate with the Communications Officer on anticipated communications requirements.
7. Coordinate with the Transportation Officer on anticipated transportation requirements.
8. If appropriate, provide the public information about potential shelter locations.

IX. ADMINISTRATION AND SUPPORT

A. Records

1. Shelter and feeding facility managers shall maintain a record of supplies received and expended. Copies of these records will be provided to the Shelter Officer, who shall maintain a consolidated file.
2. Documentation of Costs. All departments and agencies will maintain records of personnel and equipment used and supplies expended during shelter and mass care operations as a basis for possible cost recovery from a responsible party or insurer or possible reimbursement of expenses by the state or federal government.

B. Reports

1. Shelter Managers will report occupancy and number of meals served figures to the Shelter Officer in the EOC daily.
2. The EOC will include shelter occupancy information in the periodic Situation Report sent to the Disaster District and other agencies. Information on the Situation Report is provided in Annex N, Direction & Control.
3. The ARC and other volunteer groups may also report shelter and feeding information through their organizational channels.

C. Training & Exercises

1. The EMC will coordinate with the ARC to ensure that shelter management and other appropriate training is made available to local officials and volunteers who participate in shelter and mass care activities. All departments and organizations should ensure that their personnel are trained to accomplish the tasks assigned to them.
2. Emergency exercises shall periodically include a shelter and mass care scenario based on the hazards faced by this jurisdiction. Volunteer organizations that participate in shelter and mass care operations shall be invited and encouraged to participate in such exercises.

D. Communications

The primary communications between shelter and mass care facilities and the EOC will be by telephone. If telephones cannot be used, radios should be provided; amateur radio operators may be able to assist with communications needs.

E. Welfare Inquiries

1. We will attempt to respond to disaster welfare inquiries until the ARC can establish a Welfare Inquiry system to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. The Welfare Inquiry system uses information from shelter lists, casualty lists, hospitals, and other sources to aid in family reunification and in responding to inquiries from immediate family members from outside the affected area about the status of their loved ones. A Welfare Inquiry system may not be established in short duration emergency situations.
2. Mass care facilities assist in Welfare Inquiries by gathering information on disaster victims through registration of victims at shelters. Assistance may also include the distribution of postcards to shelter residents for their use in contacting family members outside the affected area. The organization of the Welfare Inquiry function may vary considerably. For a small-scale operation, the local ARC chapter may provide assistance. For a large operation, a Welfare Inquiry team may be established. The need for the Welfare Inquiry function and its composition depend on factors such as the number of families affected, media coverage of the event, lack of communication capabilities in the affected area, and the number deaths, injuries, and illnesses.
3. Shelter managers must be aware of the importance of confidentiality in gathering and releasing information about shelter occupants. Welfare Inquiries will be addressed to the Shelter Officer until the ARC assumes responsibility for this function.

F. External Assistance

If shelter and mass care needs cannot be satisfied with local resources and those obtained pursuant to inter-local agreements and from volunteer organizations, authorized local officials may request state assistance from the Disaster District Committee (DDC) Chairperson in Victoria. For more details on requesting state assistance, see Section V.F of the Basic Plan.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A. The Volunteer Coordinator shall serve as the Shelter Officer and is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

XI. REFERENCES

- A. ARC Disaster Services Program, *Mass Care – Preparedness and Operations*, ARC 3031, April 1987.
- B. ARC Disaster Services Program, *Disaster Welfare Inquiry*, ARC 3044, April 1996.
- C. Annex C (Shelter & Mass Care) to the *State of Texas Emergency Management Plan*
- D. Texas American Red Cross home page: www.redcrosstexas.org. This site contains information on the Texas ARC as well as information on the coverage areas for the ARC Chapters as well as addresses and phone numbers for those chapters.

Appendices:

- Appendix 1 Reception and Care Facilities
- Appendix 2 Shelter & Mass Care Documents
- Appendix 3 Hurricane Reception and Care

RECEPTION AND CARE FACILITIES

- A. Buildings listed in this appendix have been surveyed for their suitability as temporary reception and care facilities. The buildings surveyed fall into the following categories:
1. Public schools with multi-purpose rooms, showers, and cafeteria facilities.
 2. Church facilities such as parish centers with kitchens.
 3. Clubs operated by fraternal and social organizations that have suitable eating and bathroom facilities.
 4. Governmental or non-profit facilities such as community centers or activity centers for senior citizens.
 5. Governmental and/or public buildings considered being essential operations facilities for managing a crisis, i.e., city halls, courthouses, fire and police stations, and hospitals.
- B. The following are definitions used in the facilities listing:
1. Estimated Shelter Capacity: The estimated short-term capacity of the facility based on 40 square feet per person.
 2. Estimated Feeding Capacity: The estimated number of people for which the facility can prepare food e.g. three simple meals per day.
 3. Shelter Agreement:
 - a. Indicate the organization the building owner(s) have the shelter agreement with e.g. ARC, TSA, churches, or other volunteer group(s).
 - b. An "N" or a "No" response in this column indicates that the building is not presently covered by a shelter agreement.

RECEPTION AND CARE FACILITIES LISTING

<u>NAME/ADDRESS</u>	<u>EST. CAP.</u>	<u>EST. FEEDING CAPACITY</u>	<u># OF TOILETS</u>	<u># OF SHOWERS</u>	<u>GENERATOR?</u>	<u>SHELTER AGREEMENT?</u>
Hallettsville ISD Elementary School, Middle School & High School	1087		31	27	no	ARC
KC Hall Hallettsville	500		20	0	Yes	ARC
Moulton ISD Moulton	400		36	13	No	ARC

SHELTER & MASS CARE DOCUMENTS

(See Planning Notes)

HURRICANE RECEPTION & CARE

(See Planning Notes)

ANNEX C

**SHELTER
&
MASS CARE**

Lavaca County


2010

APPROVAL AND IMPLEMENTATION

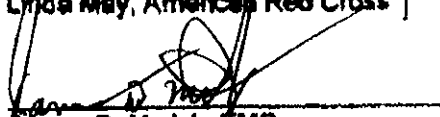
Annex C

Shelter & Mass Care

This annex is hereby approved for implementation and supercedes all previous editions.



Linda May, American Red Cross



James D. Myrick, EMC

5-26-2010
Date

5-26-2010
Date

C-ii

Ver 2.0
03/06

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Ver 2.0
03/06

ANNEX C SHELTER & MASS CARE

I. AUTHORITY

See Basic Plan, Section I.

II. PURPOSE

The purpose of this annex is to outline organizational arrangements, operational concepts, responsibilities, and procedures to protect evacuees and others from the effects of an emergency situation by providing shelter and mass care.

III. EXPLANATION OF TERMS

A. Acronyms

ARC	American Red Cross
DDC	Disaster District Committee
DWI	Disaster Welfare Inquiry
EMC	Emergency Management Coordinator
EOC	Emergency Operations or Operating Center
FEMA	Federal Emergency Management Agency
HHSC	Health and Human Services Commission
NIMS	National Incident Management System
PIO	Public Information Officer
SOPs	Standard Operating Procedures
TLETS	Texas Law Enforcement Telecommunications System
TSA	The Salvation Army
USDA	United States Department of Agriculture

B. Definitions

Mass Care. Providing assistance to those who have been displaced from their homes and others affected by a hazardous situation or the threat of such a situation. Mass care for these individuals includes providing food, basic medical care, clothing, and other essential life support services.

Welfare Inquiries. Welfare inquiries are requests from relatives, friends, employers, or others for information on the status of persons in an area affected by a emergency situation who cannot be located because they have evacuated, become separated from their families, or cannot be contacted by normal means of communications. Registration of disaster victims at shelters provides some of the information needed to answer welfare inquiries. For emergency situations that extend beyond several days, the American Red Cross may activate a Welfare Inquiry system [known in many other states as a Disaster Welfare Inquiry (DWI) system] to handle such inquiries.

Shelter. Short term lodging for evacuees during and immediately after an emergency situation. Shelters are generally located away from known hazards. Mass care operations are typically conducted in shelters.

Special Needs Individuals/Groups. Includes the elderly, medically fragile, mentally and/or physically challenged or handicapped, individuals with mental illness, and the developmentally delayed. These groups may need to have specially trained health care providers to care for them, special facilities equipped to meet their needs, and may require specialized vehicles and equipment for transport. This population requires specialized assistance in meeting daily needs and may need special assistance during emergency situations.

IV. SITUATION AND ASSUMPTIONS

A. Situation

1. Our Hazard Summary in Section IV.A of the Basic Plan identifies a number of threats that could make necessary evacuation of some portions of the county. Evacuees from other jurisdictions may also seek refuge in our area. Each of these situations may generate a need for shelter and mass care operations in our area.
2. We have the ultimate responsibility for providing shelter and mass care to protect local residents displaced from their homes and others who evacuate into our jurisdiction due to emergency situations.
3. Shelter and mass care needs may range from very short term operations for a limited number of people where the primary objective is to provide protection from the weather, comfortable seating, and access to rest rooms to more lengthy operations for large number of evacuees where feeding, sleeping, and shower facilities are desirable and a variety of assistance must be provided to evacuees.
4. The American Red Cross (ARC) has been chartered under federal law to provide mass care to victims of natural disasters. Hence, our efforts should be coordinated with the ARC, which will normally operate shelter and mass care operations insofar as its capabilities permit.
 - a) The ARC signs agreements with local governments, school districts, churches, and other organizations to use their facilities for shelter and mass care operations. The ARC identifies suitable shelter facilities based on a set of standards, maintains a list of potential shelters, maintains shelter kits, and trains shelter management personnel.
 - b) Local governments and the ARC and other volunteer groups may also sign agreements relating to the operation of shelter and mass care and feeding facilities when needed; such agreements detail the responsibilities of both the volunteer group and the local government. See Appendix 2 for pertinent local agreements.
5. If ARC services are not available, other volunteer organizations and religious groups may open shelters. Some of these organizations and groups coordinate their efforts with

the ARC, while others may operate these facilities themselves and assume full responsibility for them.

B. Assumptions

1. Shelters may have to be opened with little notice. Until the ARC personnel arrive and assume responsibility for managing such shelters, local government personnel may have to manage and coordinate shelter and mass care activities.
2. Volunteer organizations that normally respond to emergency situations will assist in shelter and mass care operations.
3. If additional resources are need to conduct shelter and mass care operations, support may be requested pursuant to inter-local agreements and from state and federal emergency management agencies. When requested by a local jurisdiction, the Governor may authorize the use of military forces to support shelter and mass care operations.
4. Facilities planned for shelter and mass care use will be available at times of need.
5. When evacuation is recommended during an emergency situation, approximately 80 percent of those for whom evacuation has been recommended will evacuate. The vast majority of evacuees will seek refuge with friends or relatives or go to commercial accommodations rather than a public shelter. In addition, some people who are not at risk may spontaneously evacuate and some of those individuals may seek public shelter.
6. For hazards that are highly visible or extensively discussed in the media, people may evacuate occur prior to an official recommendation to do so. Hence, shelter and mass care operations may have to commence early in an emergency situation.
7. Essential public and private services will be continued during shelter and mass care operations. However, for a major evacuation that generates a large-scale shelter and mass care operation, normal activities at schools, community centers, churches, and other facilities used as shelters may have to be curtailed.

V. CONCEPT OF OPERATIONS

A. General

1. We are responsible for developing a plan, integrating the concepts of the National Incident Management System (NIMS), for coordinating and providing mass care services to persons affected by a disaster. The requirements for services may vary depending upon the nature, type, and level of the emergency. We will work closely with volunteer organizations that provide shelter and mass care support to determine the availability of shelter and feeding facilities, encourage facility owners to sign agreements for use of those facilities, and encourage facility owners to allow their personnel to participation in shelter management training.

2. The Incident Commander or the emergency management staff is expected to determine the need for opening shelters and commencing mass care operations based on the emergency situation that prevails.
3. The County Judge EMC may request the opening of shelters and recommend the closing of shelters when they are no longer required. These actions should be coordinated with the ARC and other shelter providers. A list of potential shelters is provided in Appendix 1. The County Judge may further assign tasks and responsibilities to support shelter and mass care efforts.
4. The county, in cooperation with volunteer disaster assistance organizations, will provide temporary shelter and essential life support services for people displaced from their homes.
5. The ARC and other private disaster assistance organizations will be called upon to:
 - a) Open and temporary shelters for the displaced population.
 - b) Activate or organize shelter teams and provide shelter kits.
 - c) Register those occupying public shelters.
 - d) Provide feeding, emergency first aid, and other basic life support needs for those occupying temporary shelters.
 - e) For extended shelter operations, activate a disaster welfare inquiry systems
6. Provide periodic reports on the status of shelter and mass care operations. In some disasters, the federal government may be requested to provide emergency housing. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the extent possible, local government will assist and coordinate post-disaster housing needs of the homeless.
7. .

B. Shelter

1. Shelter Selection. The ARC publishes standards for temporary shelters. The following criteria may be useful in screening facilities to determine which merit more detailed inspection:
 - a) Must be structurally sound and in a safe condition.
 - b) Must not be located in an area subject to flooding or where flooding can cut off access to the facility.
 - c) Must not be in a hazardous materials risk area.
 - d) Should have adequate sleeping space.
 - e) Should have sufficient restrooms for the population to be housed.
 - f) Should have adequate climate control systems.
 - g) Kitchen/feeding area is desirable.
 - h) Shower facilities are desirable if the facility will be used for more than one day.
 - i) Telephone service is essential.
 - j) Adequate parking is desirable.

The Shelter Officer should coordinate with the ARC and other volunteer organizations in identifying potential shelters and developing the shelter list in Appendix 1 to ensure that issues of interest to local government are considered in the shelter selection process.

2. Shelter Facilities:

- a) The ARC executes agreements with building owners for use of structures as shelters and normally inspects the facilities it plans to use to determine their capacities and the availability of various types of equipment.
- b) Schools are the most frequently used shelters because they generally have substantial space, a feeding capability, sufficient restrooms, and adequate climate control systems. Those who wish to utilize schools for sheltering must secure permission in writing from school officials.
- c) Community centers and churches are also frequently used as shelters. Permission to use these facilities or any other facilities for disaster operations should also be secured in writing from the owners or operators of those facilities.
- d) In most shelters, evacuees must sleep on the floor -- there are generally no cots immediately available. Public information messages should highlight this situation and encourage those who plan to take refuge in a public shelter to bring bedding.

3. Shelter Operations

- a) The specific facilities that will be used for sheltering and feeding during an emergency will depend on the needs of the situation, the status of available facilities, the location of the hazard area, and the anticipated duration of operations. Shelters are typically opened and closed based on need. When occupancy of existing shelters reaches 75 to 80 percent, consideration should be given to opening an additional facility.
- b) It is generally more effective in terms of resource utilization to operate a few medium to large shelters than a large number of small facilities.
- c) Shelters should be managed by individuals with shelter management training, *preferably individuals who work in the facility on a daily basis*. The ARC and the Shelter Officer will jointly maintain a listing of trained shelter and mass care facility managers in the local area.
- d) To ensure consistency in shelter activities, it is desirable that all shelters follow a general set of operating guidelines. When the ARC opens a shelter, ARC policies guide how the facility is staffed and operated.
- e) Shelter managers are expected to provide periodic reports on the number of occupants and the number of meals served. Volunteer groups operating shelters may also be required to report this information through their organizational channels.
- f) Local government is responsible for providing the following support for shelter operations:
 - 1) Security and, if necessary, traffic control at shelters.
 - 2) Fire inspections and fire protection at shelters.

- 3) Transportation for food, shelter supplies, and equipment if the organization operating the shelter cannot do so.
 - 4) Transportation of shelter occupants to feeding facilities, if necessary.
 - 5) Basic medical attention, if the organization operating the shelter cannot do so.
- g) Evacuees normally return to their homes as soon as the danger has passed. Hence, most shelters are closed quickly and returned to normal use. However, some evacuees may be unable to return to their homes due to damage or destruction. It may be necessary to have one or more shelters remain open for an extended period until those who cannot return to their residences can be relocated to motels, rental units, mobile homes, and other types of temporary lodging. Such extended use facilities should have showers and on-site feeding; cots should be provided.

C. Mass Care

Mass care includes the registration of evacuees, feeding of evacuees and emergency workers, and provision of other life support needs for shelter occupants.

1. Registration

- a) The purpose of registration is to be able to respond to inquiries about the status of evacuees, monitor health concerns, and provide a basis for post-emergency follow-up support.
- b) The ARC will assist local government in the registration of evacuees who are housed in ARC shelters. The Shelter Officer should coordinate with other organizations that operate shelters to ensure that evacuees occupying those facilities are registered and information provided to the EOC.

2. Feeding:

- a) Both fixed facilities and mobile units may be used for preparing and serving meals. Fixed facilities include schools, churches, and civic buildings serving as shelters. The ARC, TSA, and other disaster relief agencies may also deploy self-contained mobile feeding units to supplement fixed feeding facilities.
- b) The U.S. Department of Agriculture (USDA), through the Health and Human Services Commission (HHSC), food banks, and commercial facilities provides USDA commodities used in preparing meals or for distribution to disaster victims.
- c) If a school is used as a congregate feeding site, the school may use USDA commodities already on its shelves to prepare meals for mass care operations. USDA will replace them or credit their entitlement dollars as long as school officials provide HHSC with an itemized list of which commodities were used and daily meal counts. USDA commodities **may not** be used without prior approval from HHSC. The request must come from the ARC. Form FCS-292, which is a report of commodity distribution, must be completed by school officials within 30 days after the termination of assistance to the disaster victims. Also HHSC will arrange to have additional USDA commodities shipped to the feeding site, if necessary, either directly from USDA or one of the HHSC warehouses.

3. Other Needs

In addition to the provision of shelter and mass care services, evacuees may need assistance with clothing, basic medical attention, prescription medicines, disaster mental health services, temporary housing, and other support services. Some of these services may be provided by the same volunteer organizations that are operating shelters. In other cases, the Shelter Officer will have to identify the needs of those in public shelters to the Human Services Officer, who may be able to arrange for assistance from other volunteer organizations and agencies. Many human services programs also serve disaster victims that have not been evacuated from their homes. A description of human services programs and procedures for requesting human services support are provided in Annex O (Human Services).

D. Special Needs Groups and Individuals

1. Special facilities include hospitals, nursing homes, group homes, and correctional institutions. Such facilities are responsible for the welfare and safety of their clients, who may need specially trained staff to care for them and special equipment and facilities to meet their needs. Institutions supporting special needs populations are required by state and federal regulations to have disaster preparedness plans that provide for evacuation and relocation of the institution's population to comparable facilities in an emergency.
2. Mass care shelters for the general population are not staffed or equipped to handle special needs groups. These groups, particularly medical patients and prisoners, should not be relocated to shelters used by the general public. In the event that special facilities encounter difficulty in evacuating and relocating their clients, local officials may need to assist those facilities in arranging transportation and in locating suitable reception facilities. It may also be necessary to assist in relocating some medical patients who are living at home.
3. Public shelters can generally accommodate individuals with special needs who require minimal care and are attended by their families or other caregivers.

E. Handling of Pets

1. Evacuees who go to the homes of relatives or friends or commercial accommodations with their pets do not normally pose difficulties during an evacuation. However, evacuees with pets seeking public shelter can create potential problems. For health reasons, pets are not allowed in emergency shelters operated by the ARC and most other organized volunteer groups. However, a number of studies have indicated that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets. The Animal Control Officer/Local Veterinarian should coordinate these arrangements.
2. Depending on the situation, we will use one or more of the following approaches to handle evacuees arriving with pets:
 - a) Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.

- b) Direct pet owner to a public shelter that has covered exterior corridors or adjacent support buildings where pets on leashes can in carriers may be temporarily housed.
- c) Set up temporary pet shelters at the Stock Show barns, the Exposition Center or outside area of KC Hall.

F. Public Information

1. The public information staff is expected to develop emergency public information messages to advise those who are or will be evacuating of the location of public shelters and general shelter policies.
2. The public information staff should also provide information on the emergency situation to shelter managers so they can pass such information on to shelter occupants.

G. Welfare Inquiries

We will attempt to answer disaster welfare inquiries to the extent possible using the registration data obtained at shelters and other facilities. The Shelter Officer will respond to inquiries until the ARC can assume that function. For more information on Welfare Inquiries, see Section IX.E of this annex.

H. Actions by Phases of Emergency Management

1. Mitigation:
 - a) Identify volunteer organizations that could assist in shelter and mass care operations and develop cooperative agreements.
 - b) In coordination with volunteer organizations, identify suitable shelters and feeding facilities.
 - c) Sign agreements with volunteer organizations authorizing use of local government facilities for shelter and mass care operations.
 - d) Encourage schools, churches, and volunteer groups to sign written agreements for use of their facilities as emergency shelters.
2. Preparedness:
 - a) Send selected local officials to shelter management training and encourage those organizations or agencies that will be making their facilities available for use as shelters to send their personnel to such training.
 - b) In coordination with volunteer organizations, identify potential shelters, and develop general shelter and mass care procedures for the local area.
 - c) Coordinate basic communication and reporting procedures.
 - d) Develop facility setup plans for potential shelters.
 - e) Identify population groups requiring special assistance during an emergency (i.e., senior citizens, special needs, etc.) and ensure that preparations are made to provide assistance.
3. Response:

- a) Open and staff shelters and mass care facilities.
- b) Provide information to the public on shelter locations and policies.
- c) Assist in the registration of evacuees.
- d) Provide food, clothing, first aid, and other essential services to evacuees.
- e) Maintain communications between mass care facilities and EOC.
- f) Provider periodic reports on shelter occupancy and meals served.
- g) Provide information to victims needing additional services.

4. Recovery:

- a) Assist evacuees in returning to their homes if necessary.
- b) Assist those who cannot return to their homes with temporary housing.
- c) Deactivate shelters and mass care facilities and return them to normal use.
- d) Inform public of any follow-on recovery programs that may be available.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBLIITIES
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A. General

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will carry out shelter and mass care operations.
2. Operations will be organized in accordance with NIMS guidelines.
3. We expect to be assisted by the ARC, other volunteer organizations active in disaster, and local volunteer groups and charitable organizations in conducting shelter and mass care operations. The Shelter Officer is responsible for coordinating the efforts of local government, volunteer groups, and other agencies involved in shelter and mass care operations.

B. Task Assignments

1. The County Judge will:
 - a) Direct the opening of local shelter and mass care facilities and the closing of such facilities when they are no longer needed.
 - b) Approve release of emergency public information materials on shelter locations and guidance on what people should bring and not bring to public shelters prepared by the public information staff.
 - c) Coordinate shelter and mass care efforts with other local governments, where appropriate.
 - d) Request shelter and mass care support from other local governments or the State if local resources are insufficient.

2. The EMC will:
 - a) Coordinate shelter and mass care planning with the Shelter Officer, the PIO, the Human Services Officer, other local officials, and volunteer organizations.
 - b) When the situation warrants, recommend to the County Judge that shelter and mass care operations be implemented. Recommendations on the number of facilities to be activated and specific facilities to be used should be coordinated if possible with the volunteer organizations that will operate those facilities.
 - c) Coordinate with the functional managers in the EOC to provide support for shelter and mass care activities.
 - d) Receive reports on shelter and feeding operations from the Shelter & Mass Care Officer. During major emergencies, summarize shelter and mass care activities in the periodic Situation Report; see Annex N, Direction & Control, concerning this report.
 - e) When conditions warrant, recommend to the County Judge that shelter and mass care facilities be closed

3. The Incident Commander will:

Identify requirements for shelter and mass care support needed as a result of an evacuation.

4. The [Volunteer Coordinator/Community Services Manager/Parks & Recreation Supervisor/other] shall serve as Shelter Officer and will:
 - a) Identify volunteer organizations that are willing to support local shelter and mass care activities. See Appendix 1 to Annex O.
 - b) In coordination with volunteer organizations that normally operate shelters and feeding facilities, identify potential shelter and mass care facilities. See Appendix 1 to this annex.
 - c) Develop emergency agreements with volunteer groups for the use of facilities owned by local government as shelters and encourage other agencies, organizations, and groups that have suitable facilities to sign similar agreements.
 - d) Develop cooperative agreements with volunteer organizations relating to shelter and mass care support. See Appendix 2 for pertinent information.
 - e) Coordinate and disseminate common shelter operating guidelines to volunteer organizations operating shelters.
 - f) Ensure mass care facilities are adequately staffed and equipped.
 - g) Coordinate mass feeding where needed. Coordinate with HHSC officials for supplementary food stocks from USDA sources if required.
 - h) Identify requirements for human services support for evacuees in shelters to the Human Services Officer.
 - i) Identify requirements for facility security and fire protection requirements for shelters to law enforcement agencies and the fire service.
 - j) Coordinate resource support for shelter operations.
 - k) Receive reports on shelter and mass care operations and provide summary information for inclusion in the periodic Situation Report.
 - l) Respond to disaster welfare inquiries until that function is assumed by the ARC.

5. Shelter Managers will:
 - a) Staff and open shelters and keep them operating as long as necessary.
 - b) Register shelter occupants and assist in answering disaster welfare inquiries.
 - c) Arrange for mass feeding if required.
 - d) Identify additional resource requirements to the Shelter Officer.
 - e) Coordinate with the Shelter Officer to provide individual and family support services as needed.
 - f) Submit a daily mass care facility status report to the Shelter Officer that indicates the number of shelter occupants, the number of meals served, and the condition of the facility, and also identifies any problem areas.
 - g) Maintain records of supplies received and expended.
 - h) When directed, terminate operations, turn in equipment and unused supplies, return the facility to its original condition, and submit a final report mass care facility status report.

6. The County Sheriff will:
 - a) Provide security and law enforcement at shelter and mass care facilities.
 - b) Provide back-up communications, if needed.

7. The Fire Marshal will:
 - a) Inspect shelter and mass care facilities for fire safety.
 - b) Provide and maintain shelter fire extinguishers.
 - c) Train shelter management personnel in fire safety and fire suppression.

8. The Transportation Officer will:
 - a) Arrange transportation for evacuees in shelters to feeding sites if necessary.
 - b) Arrange transportation for shelter equipment, food, clothing, blankets, comfort kits, and other shelter supplies to shelter and mass care facilities.
 - c) Upon request, provide transportation for return of evacuees without vehicles to their homes.

9. The Health and Medical Officer will:
 - a) Coordinate basic medical assistance for individuals in mass care facilities.
 - b) Monitor health and sanitation conditions in mass care facilities.

10. The Human Services Officer will:
 - a) Coordinate provision of clothing, blankets, personal care items and other items to evacuees.
 - b) Upon request, coordinate disaster mental health services for occupants of mass care facilities.

11. The PIO will:
 - a) Provide information to the public on the locations of shelters and shelter operating policies.

- b) Provide updates on the emergency situation to shelter managers to be passed on to shelter occupants.
- c) Provide public information on closure of shelters and return of evacuees to their homes.

12. The Animal Control Officer will:

- a) Coordinate arrangements to provide temporary facilities for evacuees arriving at shelter and mass care facilities with pets.
- b) Be prepared to provide shelter managers with information on procedures for handling evacuees with pets.

13. The American Red Cross

Pursuant to a cooperative agreement between the ARC and us, the ARC has agreed to do the following:

- a) Staff and operate shelter and mass care facilities.
- b) Register evacuees.
- c) Provide mass feeding for victims and emergency workers.
- d) Provide emergency assistance for other essential needs.
- e) Process inquiries from concerned families outside the disaster area.

14. School Superintendent will:

Shelter students in school buildings when the situation warrants.

15. Public Works will:

To the extent possible, ensure power, water supply, and sanitary services are operable at shelter and mass care facilities during emergency conditions.

16. Other Volunteer Groups

The following groups have agreed to provide the services indicated:
Lavaca County Health Ministries - pending

VII. DIRECTION AND CONTROL

A. General

1. The County Judge shall establish priorities for and provide policy guidance for shelter and mass care activities.
2. The County Judge will provide general direction to the Shelter Officer regarding shelter and mass care operations.

3. The Shelter Officer will plan and manage the conduct of shelter and mass care activities, coordinating as necessary with volunteer organizations that participate in shelter operations or mass feeding and other departments and agencies.
4. Shelter and feeding facility managers will be responsible for the operation of their individual facilities.
5. Methods of direction and control will be consistent with NIMS guidelines.

B. Line of Succession

1. The line of succession for the Shelter Officer is:
 - a. ARC Disaster Coordinator.
 - b. .ARC Executive Director
 - c. .ARC Service Delivery Chair
2. The line of succession for other shelter and mass care personnel will be in accordance with existing policies and SOPs.

VIII. READINESS LEVELS

A. Level 4: Normal Conditions

See the mitigation and preparedness activities in sections V.H.1 and V.H.2 of this annex.

B. Level 3: Increased Readiness

1. Alert key staff and volunteer organizations involved in shelter and mass care activities of threat.
2. Review personnel availability and assignments.
3. Assess potential shelter and mass care requirements.
4. Review and update lists of lodging and feeding facilities and check on availability of facilities.
5. Monitor the situation

B. Level 2: High Readiness

1. Place staff on standby and make preliminary assignments. Identify personnel to staff the EOC when activated.
2. Update estimate of shelter and mass care requirements.
3. In coordination with volunteer organizations, check on availability of facilities and identify facilities that will actually be used.

2. The EOC will include shelter occupancy information in the periodic Situation Report sent to the Disaster District and other agencies. Information on the Situation Report is provided in Annex N, Direction & Control.
3. The ARC and other volunteer groups may also report shelter and feeding information through their organizational channels.

C. Training & Exercises

1. The EMC will coordinate with the ARC to insure that shelter management and other appropriate training is made available to local officials and volunteers who participate in shelter and mass care activities. All departments and organizations should ensure that their personnel are trained to accomplish the tasks assigned to them.
2. Emergency exercises shall periodically include a shelter and mass care scenario based on the hazards faced by this jurisdiction. Volunteer organizations that participate in shelter and mass care operations shall be invited and encouraged to participate in such exercises.

D. Communications

The primary communications between shelter and mass care facilities and the EOC will be by telephone. If telephones cannot be used, radios should be provided; amateur radio operators may be able to assist with communications needs.

E. Welfare Inquiries

1. We will attempt to respond to disaster welfare inquiries until the ARC can establish a Welfare Inquiry system to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. The Welfare Inquiry system uses information from shelter lists, casualty lists, hospitals, and other sources to aid in family reunification and in responding to inquiries from immediate family members from outside the affected area about the status of their loved ones. A Welfare Inquiry system may not be established in short duration emergency situations.
2. Mass care facilities assist in Welfare Inquiries by gathering information on disaster victims through registration of victims at shelters. Assistance may also include the distribution of postcards to shelter residents for their use in contacting family members outside the affected area. The organization of the Welfare Inquiry function may vary considerably. For a small-scale operation, the local ARC chapter may provide assistance. For a large operation, a Welfare Inquiry team may be established. The need for the Welfare Inquiry function and its composition depend on factors such as the number of families affected, media coverage of the event, lack of communication capabilities in the affected area, and the number deaths, injuries, and illnesses.
3. Shelter managers must be aware of the importance of confidentiality in gathering and releasing information about shelter occupants. Welfare Inquiries will be addressed to the Shelter Officer until the ARC assumes responsibility for this function.

F. External Assistance

If shelter and mass care needs cannot be satisfied with local resources and those obtained pursuant to inter-local agreements and from volunteer organizations, authorized local officials may request state assistance from the Disaster District Committee (DDC) Chairperson in Victoria, Tx. For more details on requesting state assistance, see Section V.F of the Basic Plan.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A. The Volunteer Coordinator shall serve as the Shelter Officer and is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

XI. REFERENCES

- A. ARC Disaster Services Program, *Mass Care – Preparedness and Operations*, ARC 3031, April 1987.
- B. ARC Disaster Services Program, *Disaster Welfare Inquiry*, ARC 3044, April 1996.
- C. Annex C (Shelter & Mass Care) to the *State of Texas Emergency Management Plan*
- D. Texas American Red Cross home page: www.redcrosstexas.org. This site contains information on the Texas ARC as well as information on the coverage areas for the ARC Chapters as well as addresses and phone numbers for those chapters.

Appendices:

Appendix 1 Reception and Care Facilities
Appendix 2 Shelter & Mass Care Documents
Appendix 3 **N/A** Hurricane Reception and Care

RECEPTION AND CARE FACILITIES

- A. Buildings listed in this appendix have been surveyed for their suitability as temporary reception and care facilities. The buildings surveyed fall into the following categories:
1. Public schools with multi-purpose rooms, showers, and cafeteria facilities.
 2. Church facilities such as parish centers with kitchens.
 3. Clubs operated by fraternal and social organizations that have suitable eating and bathroom facilities.
 4. Governmental or non-profit facilities such as community centers or activity centers for senior citizens.
 5. Governmental and/or public buildings considered being essential operations facilities for managing a crisis, i.e., city halls, courthouses, fire and police stations, and hospitals.
- B. The following are definitions used in the facilities listing:
1. Estimated Shelter Capacity: The estimated short-term capacity of the facility based on 40 square feet per person.
 2. Estimated Feeding Capacity: The estimated number of people for which the facility can prepare food e.g. three simple meals per day.
 3. Shelter Agreement:
 - a. Indicate the organization the building owner(s) have the shelter agreement with e.g. ARC, TSA, churches, or other volunteer group(s).
 - b. An "N" or a "No" response in this column indicates that the building is not presently covered by a shelter agreement.

RECEPTION AND CARE FACILITIES LISTING

<u>NAME/ADDRESS</u>	<u>EST. CAP.</u>	<u>EST. FEEDING CAPACITY</u>	<u># OF TOILETS</u>	<u># OF SHOWERS</u>	<u>GENERATOR?</u>	<u>SHELTER AGREEMENT?</u>
Hallettsville ISD Elementary School, Middle School & High School	1087		31	27	no	ARC
KC Hall Hallettsville	500		20	0	Yes	ARC
Moulton ISD Moulton	400		36	13	No	ARC

SHELTER & MASS CARE DOCUMENTS

(See Planning Notes)

State Planning Standards Checklist for Annex C, Shelter & Mass Care

Jurisdiction(s): Lavaca County

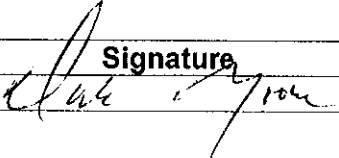
Annex Date: 10/22/2015 **Date of most recent change, if any:** _____

(The date which appears on the signature page)

Note: The annex will be considered **deficient** if the italicized standards are not met.

This Annex shall:	Section/paragraph
I. Authority	
C-1. Identify local, state, and federal legal authorities pertinent to the shelter & mass care, in addition to those cited in the basic plan.	I
II. Purpose	
C-2. Include a purpose statement that describes the reason for development of the annex.	II
III. Explanation of Terms	
C-3. Explain and/or define terms and acronyms used in the annex.	III
IV. Situation & Assumptions	
C-4. <i>Include a situation statement related to the subject of the annex.</i>	IV.A
C-5. <i>Include a list of assumptions used in planning for shelter and mass care services during emergency situations.</i>	IV.B
V. Concept of Operations	
C-6. <i>Summarize your general concept of operations for shelter and mass care operations.</i>	V.A
C-7. <i>Describe how shelters will be selected and operated.</i>	V.B
C-8. <i>Describe how mass care operations will be conducted.</i>	V.C
C-9. <i>Describe how shelter and mass care options for special needs groups and individuals.</i>	V.D
C-10. <i>Include provisions for handling pets during shelter and mass care operations</i>	V.E
C-11. <i>Include a list of actions by phases of emergency management to be taken to ensure adequate shelter and mass care support during emergency situations.</i>	V.H
VI. Organization & Assignment of Responsibilities	
C-12. <i>Describe the emergency organization that will carry out shelter and mass care operations.</i>	VI.A
C-13. <i>Include a listing by organization and/or position of the responsibilities for shelter and mass care tasks.</i>	VI.B
VII. Direction & Control	
C-14. <i>Identify by position the individual(s) who will provide policy guidance and general direction for shelter and mass care programs.</i>	VII.A,B
C-15. <i>Identify by position the individual (s) responsible for managing shelter and mass care activities.</i>	VII.A.3
VIII. Readiness Levels	
C-16. <i>Describe shelter and mass care actions to be taken at various readiness levels.</i>	VIII

IX. Administration & Support	
C-17. Outline policies on record keeping and reporting.	IX.A,B
C-18. Describe policies on training and exercises	IX.C
C-19. <i>Indicate how disaster welfare inquiries will be handled.</i>	IX.E
X. Annex Development & Maintenance	
C-20. Specify, by position, the individual responsible for developing and maintaining the annex	X.A
C-21. Make reference to the schedule for review and update of annexes contained in the Basic Plan.	X.B
XI. References	
C-22. Identify references pertinent to the content of the annex in addition to those listed in the Basic Plan.	XI
Other	
C-23. <i>Include a list of local reception and care facilities.</i>	Appendix 1
C-24. <i>Include agreements and understandings with volunteer groups relating to shelter and mass care operations.</i>	Appendix 2
C-25. <i>Outline plans for reception and care of hurricane evacuees. (Required only for jurisdictions that have been identified as hurricane evacuation destinations.)</i> <ul style="list-style-type: none"> • <i>Include a description of potential lodging facilities for evacuees.</i> • <i>Include a description of how evacuees will be informed of shelter and lodging availability and locations.</i> 	Appendix 3

FOR LOCAL GOVERNMENT USE	Signature	Date
This Checklist Completed By:		5/9/2016

FOR DEM USE	Initials	Date
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		

State Planning Standards Checklist for Annex C, Shelter & Mass Care

Jurisdiction(s): Lavaca County

Annex Date: 5/26/2010

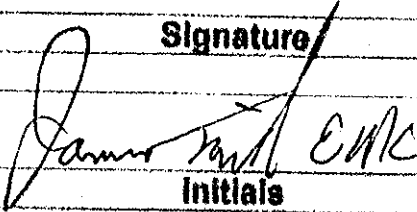
Date of most recent change, if any: _____

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FOR LOCAL GOVERNMENT USE	Signature	Date
This Checklist Completed By:		
FOR DEM USE	Initials	Date
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		

TEXAS DISASTER SHELTER AND FEEDING AGREEMENT

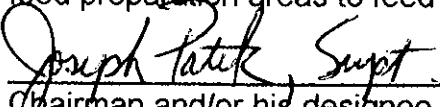
CROSSROADS CHAPTER OF THE AMERICAN RED CROSS AND HALLETTSVILLE I.S.D.

I. PURPOSE

This agreement embodies an understanding between **Hallettsville I.S.D.** and the Crossroads Chapter of the American Red Cross, hereafter referred to as Red Cross, in relation to disaster preparedness and relief in all natural disasters.

The Red Cross Disaster Program as defined by the organization's operation procedures, mitigates suffering by the meeting of urgent needs of victims and emergency workers immediately **after** a disaster has struck or in advance of a potential disaster. This Red Cross help may include food, clothing, shelter, first aid and other basic elements for comfort and survival. Such help may be provided to large numbers of people in Red Cross shelters, feeding stations, or may be provided as individualized assistance to families.

Hallettsville I.S.D. and Red Cross jointly acknowledge their respective administration and financial responsibility. Upon request from the Red Cross **Hallettsville I.S.D.** agrees to make the building and food preparation areas available to Red Cross for the purpose of sheltering disaster victims and of using food preparation areas to feed disaster victims.

 and/or his designee and the Red Cross Chapter Chairman and/or his designee will be responsible for preplanning and implementing the agreement.

II. METHODS OF COOPERATION

A. PHYSICAL FACILITIES

- 1) Building for Mass Shelters. **Hallettsville I.S.D.** agrees to designate its building as a Red Cross Shelter.
- 2) Food Preparation Areas. **Hallettsville I.S.D.** agrees to make its food preparation areas available to Red Cross in order for Red Cross to provide emergency mass feeding to disaster victims both in the shelter and at other locations in the affected area.

- 3) Keys. **Hallettsville I.S.D.** agrees to provide Red Cross with a list of personnel who have keys to the above facilities.
- 4) **Hallettsville I.S.D.** agrees to complete the form Mass Care Facility Survey (ARC Form 6564).
- 5) **Hallettsville I.S.D.** agrees to complete the form ARC Facility Agreement (ARC Form 6621) upon activation.

B. FOOD

- 1) Food on hand purchased by the center. **Hallettsville I.S.D.** agrees to make an inventory of food supplies on hand to be used in feeding disaster victims.
- 2) USDA Food Commodities. **Hallettsville I.S.D.** agrees to make an inventory of food commodities used to feed disaster victims. In order to insure expenditure replacement of items **Hallettsville I.S.D.** is urged to use USDA food commodities.
- 3) When authorized by Red Cross, food purchases to feed disaster victims will be made and accurate records/receipts must be maintained on such purchases.
- 4) Reimbursement Procedures
 - a) **Hallettsville I.S.D.** supplies on hand. Such supplies must be itemized if reimbursement is requested.
 - b) Purchases. **Hallettsville I.S.D.** may submit itemized receipts for essential purchases to the Red Cross for reimbursement consideration.
 - c) USDA Food Commodities. Commodities used should be itemized in order that these may be replaced by USDA. Replacement is usually made at no cost to Red Cross; however, Red Cross is sometimes asked to pay for replacement of USDA Commodities.

C. PERSONNEL

Volunteers. **Hallettsville I.S.D.** and the Red Cross will actively plan for the maximum utilization of volunteers within a shelter or feeding operation.

- 1) Professional Staff. The term "professional staff" means any **Hallettsville I.S.D.** staff member. Red Cross acknowledges that this

staff possesses the administrative, organizational and supervisory qualities so essential in managing a shelter or feeding facility, and that it actively seeks the support of the staff in asking that these professional staff volunteer their services. The Red Cross will train other volunteers to fill these positions as an alternate manpower source. Red Cross feels it would be very advantageous both for **Hallettsville I.S.D.** and the Red Cross to have the support of these professionals. They will be performing a dual role. They will represent Red Cross and be looking after the welfare of the victims and workers as well as being in a position of looking after the safety of school properties.

- 2) Cafeteria Workers. **Hallettsville I.S.D.** is asked to make their cafeteria staff available to provide cafeteria services. The term "cafeteria workers" means hourly paid lunchroom workers and hourly paid cooks. The Red Cross may pay for the services of such workers if proportionate to the services provided and with approval from Red Cross Management at the time of the event. Such reimbursement would be for hours in excess of normally worked hours.
- 3) Custodial Workers. **Hallettsville I.S.D.** is asked to make custodial workers available to provide maintenance of the shelter(s). The term "custodial workers" means hourly paid custodians. Custodial workers should supervise volunteers and/or shelter occupants in the performance of custodial services within the shelter. Again, the Red Cross may authorize payment for the services of custodial workers. Such requests would be proportionate to the number of shelter residents and in excess of normally scheduled hours.
- 4) Authorized Red Cross Representatives. The term "authorized Red Cross representatives" means a person or persons given authority by Red Cross Disaster Services to act or make commitments in the name of Red Cross. This person or persons is the Red Cross Chairman and/or his designees.
- 5) Reimbursement procedures
 - a) Cafeteria/Custodial Workers. If the cost of these workers cannot be absorbed by **Hallettsville I.S.D.** or these employees are not able to volunteer their services and pre-disaster approval for labor costs was obtained prior to commitment by **Hallettsville I.S.D.**, requests for reimbursement may be submitted to Red Cross for consideration; such requests must be accompanied by supporting documents, such as names, titles, number of hours worked, rate per hour, and reason why reimbursement is being requested.

Not
required
per Tampa
5/18/06

III. TRAINING

The Red Cross Chapter and **Hallettsville I.S.D.** are jointly responsible for the recruitment and training of all shelter managers. The following Red Cross certified courses are available:

- A) Introduction to Disaster Services-3 hours
- B) Shelter Operations Workshop-3 hours

Since managers will be functioning as Red Cross volunteers, both courses are required.

IV. LIABILITY

Notwithstanding any other agreements, the Crossroads Chapter of the American Red Cross, agrees to defend, hold harmless and indemnify **Hallettsville I.S.D.** against any legal liability in respect to bodily injury, death and property damage arising from the negligence of the said chapter during its use of the property belonging to the said **Hallettsville I.S.D.**.

V. PUBLIC RELATIONS AND PUBLIC INFORMATION

The Red Cross agrees to display its posters acknowledging that these services are provided by **Hallettsville I.S.D.** in cooperation with Red Cross. **Hallettsville I.S.D.** agrees to help post Red Cross identifications on all shelters and feeding facilities. All volunteers and staff will be identified as Red Cross workers.

VI. This Agreement expires one year from the date approved.

Date: June 12, 2006

Jay Cook
Signature of Facility Manager

Linda May
Signature of Red Cross Disaster Coordinator

SHELTER FACILITY SURVEY

Directions:

Print legibly. This form is used to record information needed to make effective decisions whenever it becomes necessary to open a shelter. The form has fields to record information unique to many types of disasters, and some may not be applicable to your situation. Complete all sections as thoroughly as possible, indicating numbers, space dimensions, etc. **Record only usable space.** If a room is 600 square feet, but has furniture or fixtures occupying half that space that can't or won't be removed, the usable space is 300 square feet. Data fields not appropriate to your application may be left blank or "N/A" may be inserted. All phone numbers should include area codes.

Capacity E=2,174 P=1,087

Evacuation @ 20 sq. ft./person

Post Impact @ 40 sq. ft./person

County: LavacaTown: HallettsvilleIn Storm Surge/SLOSH area? Yes No

In Flood Plain?

 No 100yr event 500yr event

(GPS Information)

Shelter type: Primary

Latitude: _____

Longitude: _____

Map locator information: _____ ADA compliant? Yes No Part
(Map name, page, grid)

Site Name Hallettsville High School **Database ID** _____
Street Address 402 N. Ridge
Town/City Hallettsville **County** Lavaca
State Tx **Zip Code** 77964 **District Name** Hallettsville ISD
Mailing Address (if different) _____
Phone (____) _____ - _____ **Fax** (____) _____ - _____

Directions to the facility from the chapter identified below. Use major landmarks (e.g., highways, intersections, rivers, railroad crossings, etc.). Do not use landmarks likely to be destroyed or unrecognizable after the disaster.

Red Cross Chapter Crossroads Chapter Code 43-322 Chapter jurisdiction or SSDA? SSDA
Street Address 2805 N. Navarro Suite 500
Town/City Hallettsville State Tx Zip Code 77984
Contact Name and Title Linda May Phone Number (361) 573 - 2671

To authorize facility use, call

Name
Joseph Patek
Title
Superintendent
Daytime phone number 361-798-2242
After-hours/emergency phone number 361-798-2279

To open facility, call

Name
Bob Baker
Title
Maintenance Director
Daytime phone number
361-798-6125
After-hours/emergency phone number 361-798-6125

Alternate contact to open facility, call

Name
Ronnie Drozd
Title

Daytime phone number
361-772-6772
After-hours/emergency phone number _____

American Red Cross Form**6564 (Rev. 01/02)**

LIMITATIONS ON FACILITY USE

This facility will be available for use at any time during the year.

This facility is **only** available for use during the following time periods.

From _____ to _____

From _____ to _____

This facility is **not** available for use during the following time periods:

From _____ to _____

From _____ to _____

FACILITY INFORMATION

Exterior information Number of parking spaces 350 Handicapped spaces 4

Number of lots 6 Type of surface Asphalt

Thickness or load bearing capacity of surface (if known) _____

Athletic field(s) _____ (Quantity and size [sq. ft.]

Fenced court(s) _____ (Quantity and size [sq. ft.]

Is the facility securable (fenced) _____

Facility construction Wood Frame Concrete Masonry (Brick) Metal

Prefabricated Trailer Bungalow Pod

Other (describe) _____

Number of stories (floors) 1

Approximate year of construction 1956 -2 gyms 1999 HS gym

Are there long or open roof spans? Yes No

If yes, where and what length? Approx. 150'

(Note: This is for hurricane planning purposes. See ARC 4496 for current standards regarding long/open roof spans.)

Are there windows in the sleeping area? Yes No

If yes, are they: Protected from shattering? (Earthquake) Yes No

Protected by storm shutters? (Hurricane) Yes No

Does the facility have fire extinguishers? Yes No

Does the facility have fire sprinklers? Yes No

Does the facility have a fire alarm? Yes No

If yes choose one: Manual (pull-down) Automatic

If requested, who would inspect the facility post-impact to determine that the facility is safe to occupy?

Name/Agency _____ Phone Number(_____) _____ - _____

UTILITIES

Electricity Emergency generator on site? Yes No

Capacity in kilowatts _____ Power for entire shelter? Yes No

If no, what will it operate? _____

Operating time, in hours, without refueling, at rated capacity _____

Auto start Manual start Fuel type _____

Utility company name City of Hallettsville

Contact name Tom Donnelly Emergency phone number (361) 798-3681

Generator fuel vendor _____ Emergency phone number (361) 798-5923

Generator repair contact _____ Emergency phone number (____) ____ - ____

Heating Electric Natural gas Propane Fuel oil

Utility/vendor name City of Hallettsville Center Point Energy

Contact name Marvin Hornish Emergency phone number (979) 743-4115

Repair contact same Emergency phone number (800) 299-2223

Cooling Electric Natural gas Propane

Utility/vendor name _____

Contact name _____ Emergency phone number (____) ____ - ____

Repair contact _____ Emergency phone number (____) ____ - ____

Cooking Electric Natural Gas Propane

Utility/Vendor name _____

Contact name _____ Emergency phone number (____) ____ - ____

Repair contact _____ Emergency phone number (____) ____ - ____

Telephones Business phones available to shelter staff?

Yes No

Number of phones 75 Locations All School Buildings

Utility/vendor name SW Bell

Contact name Todd Tullos Emergency phone number (361) 798-2527

Repair contact same Emergency phone number (361) 503-2701

Water Municipal Well(s) Trapped water

If trapped: Potable (drinkable) storage capacity in gallons _____

Non-drinkable storage capacity in gallons _____

Utility/vendor name City of Hallettsville

Contact name Tom Donnelly Emergency phone number (361) 798-2527

Repair contact same Emergency phone number (____) ____ - ____

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

- Curb cuts (minimum 35 inches wide) Accessible doorways (minimum 35 inches wide)
- Ramps (minimum 35 inches wide) Automatic doors or appropriate door handles
- Fixed
- Portable
- Level Landings

Accessible and accommodating restrooms

- Grab bars (33-36 inches wide) Sinks @ 34 inches in height
- Stall (38 inches wide) Towel dispenser @ 39 inches in height

Showers

- Shower stall (minimum 36 inches by 36 inches) Grab bars (33-36 inches in height)
- Shower seat (17-19 inches high) Hand-held spray unit with hose
- Fixed shower head (48 inches high)

Accessible and accommodating cafeterias

- Tables (28-34 inches high)
- Serving line [counter] (28-34 inches high)
- Aisles (minimum 38 inches wide)

Accessible telephones

- Maximum 48 inches high
- TDD available
- Earpiece (volume adjustable)

Note: No single deficiency in the above list makes a facility “out of compliance” or unfit for consideration. There are many acceptable temporary mechanisms that can make a facility accessible. For guidance in this area contact either your local Building and Safety Department, Assisted Living Center or a disability-related organization.

Sanitation (List only those facilities that will be accessible to shelter residents and Red Cross staff)

Number of toilets available Men13 Women17 Unisex1 People with disabilities _____
 Number of sinks available: Men12 Women13 Unisex1 People with disabilities _____
 Number of showers available: Men15 Women12 Unisex _____ People with disabilities _____

Are there any limitations on the availability of any of these facilities? Yes No

If yes, describe limitations. (Only during specific time blocks, etc.)

.....

FOOD PREPARATION

- None on site Warming oven kitchen
- Full-service kitchen (If full-service meals, "per meal" number that can be produced) Whatever
- Facility uses central kitchen --- meals are delivered
- Central kitchen contact _____ Phone Number(_____) _____

Equipment (Indicate quantity and size [sq. ft.] as appropriate)

- Refrigerators4 Walk-in refrigerators2 Ice machines2
- Freezers2 Walk-in freezers2 Braising pans2
- Burners18 Griddles_____ Warmers3
- Ovens3 Convection ovens6 Microwave ovens4
- Steamers2 Steam kettles1
- Sinks10 Dishwashers2

FEEDING AREAS

- None on site Snack Bar (seating capacity _____) Cafeteria (seating capacity 300 IIS, 170 Jr. II)
- Other indoor seating (describe, including size and capacity estimate)_____
- Total estimated seating capacity for eating_____
- Comments related to feeding_____

LAUNDRY FACILITIES

- Number of clothes washers4 Number of clothes dryers4
- Will the Red Cross have access to these machines? Yes No
- Special conditions or restrictions_____

HEALTH SERVICES

- Number of rooms available_____ Number of beds or cots_____
- Total square footage of available health care space_____

ADDITIONAL INFORMATION

Does the chapter have a current agreement for this site? Yes No

Is this facility within five miles of an evacuation route? Yes No

Is this facility within 10 miles of a nuclear power plant? Yes No

Does this facility comply with ARC 4496 (Hurricane)? Yes No

If no, and this facility is being evaluated for use as a hurricane evacuation shelter, are there any mitigation steps other actions that can be taken to make the facility safer for shelterees and comply with ARC 4496?

Are there trees, towers or other potential hazards that can affect the safety of the facility or block access to it during or after a storm or other disaster? Yes No

If yes, are there any mitigation measures that could reduce or eliminate those hazards?

chainsaws

Groups associated with this facility

Facility staff required when using facility? Yes No

Paid feeding staff required when using facility? Yes No

Church auxiliary required when using facility? Yes No

Fire auxiliary required when using facility? Yes No

Other Maintenance Personnel Required Yes No

Other _____ Required Yes No

Will any of the above groups be trained or experienced in shelter management?

RECOMMENDATIONS/OTHER INFORMATION (Be specific)

.....
******* Attach a sketch or copy of the facility floor plan *******

Survey completed/updated by

Joseph Patek

Printed Name

Signature

Date completed

Printed Name

Signature

Date completed

Action taken

Chapter will use as primary disaster shelter (non-hurricane).

Chapter will propose inclusion in hurricane evacuation shelters to state.

Chapter will use as a secondary shelter only.

Chapter will not pursue use of this facility as a shelter.

TEXAS DISASTER SHELTER AND FEEDING AGREEMENT

CROSSROADS CHAPTER OF THE AMERICAN RED CROSS AND Moulton I.S.D.

I. PURPOSE

This agreement embodies an understanding between **Moulton I.S.D.** and the Crossroads Chapter of the American Red Cross, hereafter referred to as Red Cross, in relation to disaster preparedness and relief in all natural disasters.

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Edward Pustka and/or his designee and the Red Cross Chapter Chairman and/or his designee will be responsible for preplanning and implementing the agreement.

II. METHODS OF COOPERATION

A. PHYSICAL FACILITIES

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- 4) **Moulton I.S.D.** agrees to complete the form Mass Care Facility Survey (ARC Form 6564).
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B. FOOD

- 1) **Food on hand purchased by the center.** **Moulton I.S.D.** agrees to make an inventory of food supplies on hand to be used in feeding disaster victims.
- 2) **USDA Food Commodities.** **Moulton I.S.D.** agrees to make an inventory of food commodities used to feed disaster victims. In order to insure expenditure replacement of items **Moulton I.S.D.** is urged to use USDA food commodities.
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- 4) **Reimbursement Procedures**
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C. PERSONNEL

Volunteers. **Moulton I.S.D.** and the Red Cross will actively plan for the maximum utilization of volunteers within a shelter or feeding operation.

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possesses the administrative, organizational and supervisory qualities so essential in managing a shelter or feeding facility, and that it actively seeks the support of the staff in asking that these professional staff volunteer their services. The Red Cross will train other volunteers to fill these positions as an alternate manpower source. Red Cross feels it would be very advantageous both for Moulton I.S.D. and the Red Cross to have the support of these professionals. They will be performing a dual role. They will represent Red Cross and be looking after the welfare of the victims and workers as well as being in a position of looking after the safety of school properties.

- 2) Cafeteria Workers. **Moulton I.S.D.** is asked to make their cafeteria staff available to provide cafeteria services. The term "cafeteria workers" means hourly paid lunchroom workers and hourly paid cooks. The Red Cross may pay for the services of such workers if proportionate to the services provided and with approval from Red Cross Management at the time of the event. Such reimbursement would be for hours in excess of normally worked hours.
- 3) Custodial Workers. **Moulton I.S.D.** is asked to make custodial workers available to provide maintenance of the shelter(s). The term "custodial workers" means hourly paid custodians. Custodial workers should supervise volunteers and/or shelter occupants in the performance of custodial services within the shelter. Again, the Red Cross may authorize payment for the services of custodial workers. Such requests would be proportionate to the number of shelter residents and in excess of normally scheduled hours.
- 4) Authorized Red Cross Representatives. The term "authorized Red Cross representatives" means a person or persons given authority by Red Cross Disaster Services to act or make commitments in the name of Red Cross. This person or persons is the Red Cross Chairman and/or his designees.
- 5) Reimbursement procedures
 - a) Cafeteria/Custodial Workers. If the cost of these workers cannot be absorbed by **Moulton I.S.D.** or these employees are not able to volunteer their services and pre-disaster approval for labor costs was obtained prior to commitment by **Moulton I.S.D.**, requests for reimbursement may be submitted to Red Cross for consideration; such requests must be accompanied by supporting documents, such as names, titles, number of hours worked, rate per hour, and reason why reimbursement is being requested.

III. TRAINING

The Red Cross Chapter and Moulton I.S.D. are jointly responsible for the recruitment and training of all shelter managers. The following Red Cross certified courses are available:

- A) Introduction to Disaster Services-3 hours
- B) Shelter Operations Workshop-3 hours

Since managers will be functioning as Red Cross volunteers, both courses are required.

IV. LIABILITY

Notwithstanding any other agreements, the Crossroads Chapter of the American Red Cross, agrees to defend, hold harmless and indemnify Moulton I.S.D. against any legal liability in respect to bodily injury, death and property damage arising from the negligence of the said chapter during its use of the property belonging to the said Moulton I.S.D..

V. PUBLIC RELATIONS AND PUBLIC INFORMATION

The Red Cross agrees to display its posters acknowledging that these services are provided by Moulton I.S.D. in cooperation with Red Cross. Moulton I.S.D. agrees to help post Red Cross identifications on all shelters and feeding facilities. All volunteers and staff will be identified as Red Cross workers.

VI. This Agreement expires three years from the date approved.

Date: 5/10/09

Edward P. ...
Signature of Facility Manager

Linda M. ...
Signature of Red Cross Disaster Coordinator

FROM: CITY OF MOULTON

FAK NO. 1361-596-7075

JUL 28 2005 11:13AM PG

07/23/2005 09:57 3615733307

AMERICAN RED CROSS

PAGE 06

31,500
square feet

1,575
787.50

SHELTER FACILITY SURVEY

Directions:
Print legibly. This form is used to record information needed to make effective decisions whenever it becomes necessary to open a shelter. The form has fields to record information unique to many types of disasters, and some may not be applicable to your situation. Complete all sections as thoroughly as possible, indicating numbers, space dimensions, etc. Record only usable space. If a room is 800 square feet, but has furniture or fixtures occupying half that space that can't or won't be removed, the usable space is 400 square feet. Data fields not appropriate to your application may be left blank or "N/A" may be inserted. All phone numbers should include area codes.

Capacity 1,575
Evacuation @ 20 sq. ft./person
Foot Impact @ 40 sq. ft./person

County: LAVACA

Town: Moulton

In Storm Surge/SLOSH area? Yes No

In Flood Plain?
 No 100yr event 500yr event

(GPS Information)

Shelter type: Primary

Latitude: _____

Longitude: _____

Map locator information _____ ADA compliant? Yes No Part
(Map name, page, grid)

Site Name _____ Database ID _____ Moulton H.S. Gym / New Gym
Street Address _____ 400 Bobkat
Town/City _____ County _____ Moulton TX LAVACA
State _____ Zip Code _____ District Name _____
Mailing Address (if different) _____ Moulton ISD
Phone (_____) _____ Fax (_____) _____ 361-596 4609 FAX 596 7578

Directions to the facility from the chapter identified below. Use major landmarks (e.g., highways, intersections, rivers, railroad crossings, etc.). Do not use landmarks likely to be destroyed or unrecognizable after the disaster.

Red Cross Chapter _____ Chapter Code _____ Chapter Jurisdiction or SSDA? Chapter
Street Address _____
Town/City _____ State _____ Zip Code _____
Contact Name and Title _____ Phone Number (_____) _____

To authorize facility use, call

Name Edward Pustka
Title Superintendent

Daytime phone number 361 596 4609

After-hours/emergency phone number 361 798 4594

To open facility, call

Name _____
Title _____

Daytime phone number _____

After-hours/emergency phone number _____

American Red Cross Form

Alternate contact to open facility,

call Name Tom Weaks

Title Principal

Daytime phone number _____
361 596 4691

After-hours/emergency phone number _____
596 4434
6864 (Rev. 12-01)

Michas
Novotney
361-401-1115

7578
epustka - Moulton ISD Act

FROM : CITY OF MOULTON

FRK NO. 1361-596-7075

Jul. 28 2005 11:13AM DT
PAGE 07

07/28/2005 09:57 3615733307

AMERICAN RED CROSS

LIMITATIONS ON FACILITY USE

- This facility will be available for use at any time during the year
- This facility is only available for use during the following time periods.

From _____ to _____

From _____ to _____

- This facility is not available for use during the following time periods:

From _____ to _____

From _____ to _____

FACILITY INFORMATION

Exterior information Number of parking spaces 50 Handicapped spaces 5

Number of lots _____ Type of surface CONCRETE

Thickness or load bearing capacity of surface (if known) _____

Athletic field(s) _____ (Quantity and size [sq. ft.])

Baseball court(s) _____ (Quantity and size [sq. ft.])

FROM : CITY OF MOULTON

FRM NO. : 361-596-7075

Jul. 28 2005 11:14AM P9

07/28/2005 09:57

3615733807

AMERICAN RED CROSS

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ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Curb cuts (minimum 35 inches wide) Accessible doorways (minimum 35 inches wide)

Ramps (minimum 35 inches wide) Automatic doors or appropriate door handles

Fixed

Portable

Level Landings

Accessible and accommodating restrooms

Grab bars (33-36 inches wide) Sinks @ 34 inches in height

Stall (38 inches wide) Towel dispenser @ 39 inches in height

Showers

Shower stall (minimum 36 inches by 35 inches) Grab bars (33-36 inches in height)

Shower seat (17-19 inches high) Hand-held spray unit with hose

Fixed shower head (48 inches high)

Accessible and accommodating cafeterias

Tables (28-34 inches high)

Serving line [counter] (28-34 inches high)

Aisles (minimum 38 inches wide)

Accessible telephones

Maximum 48 inches high

TDD available

Earpiece (volume adjustable)

Note: No single deficiency in the above list makes a facility "out of compliance" or unfit for consideration. There are many

acceptable temporary mechanisms that can make a facility accessible. For guidance in this area contact either your

local Building and Safety Department, ASSISTED LIVING Center or a disability-related organization.

Sanitation (List only those facilities that will be accessible to shelter residents and Red Cross staff)

Number of toilets available: Men 4 Women 5 Unisex _____ People with disabilities 4

Number of sinks available: Men 4 Women 5 Unisex _____ People with disabilities 5

Number of showers available: Men 6 Women 6 Unisex _____ People with disabilities 2

Are there any limitations on the availability of any of these facilities? Yes No

If yes, describe limitations. (Only during specific time blocks, etc.)

FROM : CITY OF MOULTON

FAX NO. : 361-596-7275

Tu1, 28 2005 11:15AM P13

07/28/2005 09:57

3615733307

AMERICAN RED CROSS

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FOOD PREPARATION

None on site Warming oven kitchen

CAFETERIA

Full-service kitchen (If full-service meals, "per meal" number that can be produced) _____

Facility uses central kitchen -- meals are delivered *Rosie BARTON*

Central kitchen contact _____ Phone Number *361-596-4821*

Equipment (Indicate quantity and size (sq. ft.) as appropriate)

Refrigerators <u>2</u>	Walk-in refrigerators <u>2</u>	Ice machines <u>0</u>
Freezers <u>6</u>	Walk-in freezers <u>0</u>	Braising pans <u>0</u>
Burners <u>10</u>	Griddles _____	Warmers <u>0</u>
Ovens <u>6</u>	Convection ovens _____	Microwave ovens <u>1</u>
Steamers _____	Steam kettles _____	
Sinks <u>4</u>	Dishwashers <u>1</u>	

FEEDING AREA

None on site Snack Bar (seating capacity 1) Cafeteria (seating capacity ✓)

Other indoor seating (describe, including size and capacity accurate) _____

Total estimated seating capacity for eating 200

Comments related to feeding _____

LAUNDRY FACILITIES

Number of clothes washers 1 Number of clothes dryers 1

Will the Red Cross have access to these machines? Yes No

Special conditions or restrictions _____

HEALTH SERVICES

Number of rooms available _____ Number of beds or cots _____

Total square footage of available health care space _____

FROM: CITY OF MOULTON

PRX NO.: 351-595-7075

Jul 29 2005 11:15AM 911

07/28/2005 09:57

3515733307

AMERICAN RED CROSS

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ADDITIONAL INFORMATION

Does the chapter have a current agreement for this site? Yes No

Is this facility within five miles of an evacuation route? Yes No

Is this facility within 10 miles of a nuclear power plant? Yes No

Does this facility comply with ARC 4496 (Hurricane)? Yes No

If no, and this facility is being evaluated for use as a hurricane evacuation shelter, are there any mitigation steps/other actions that can be taken to make the facility safer for shelterees and comply with ARC 4496?

Are there trees, towers or other potential hazards that can affect the safety of the facility or block access to it during or after a storm or other disaster? Yes No

If yes, are there any mitigation measures that could reduce or eliminate those hazards?

Groups associated with this facility

Facility staff required when using facility? Yes No

Paid feeding staff required when using facility? Yes No

Church auxiliary required when using facility? Yes No

Fire auxiliary required when using facility? Yes No

Other _____ Required Yes No

Other _____ Required Yes No

Will any of the above groups be trained or experienced in shelter management?

RECOMMENDATIONS/OTHER INFORMATION (Be specific)

==== Attach a sketch or copy of the facility floor plan =====

Survey completed/updated by

Edward Pwotka

Printed Name

Signature

Date completed

Printed Name

Signature

Date completed

Action taken

Chapter will use as primary disaster shelter (non-hurricane).

Chapter will propose inclusion in hurricane evacuation shelters to state.

Chapter will use as a secondary shelter only.

Chapter will not pursue use of this facility as a shelter.



**AMERICAN RED CROSS
CROSSROADS CHAPTER**

**AGREEMENT TO PERMIT THE USE
OF A FACILITY AS A RED CROSS EMERGENCY SHELTER**

Effective Date: Upon execution.

Expiration Date: None. Owner or Red Cross may terminate the agreement upon 30 days' notice.

Owner: Hallettsville Knights of Columbus ****

Owner's 24 Hour Point of Contact (name and cell phone number)

Primary: ***** Leon Etzler (361)-772-4187

Alternate: ***** Andrew Resek (361)-648-9766

Owner's Address for Legal Notices: ****

Red Cross: The American National Red Cross, a not-for profit corporation under the laws of the United States.

Red Cross 24 Hour Point of Contact (name and cell phone number)

Primary: Linda May 361-655-1231

Alternate: American Red Cross 361-573-2671

Red Cross Address for Legal Notices: The American National Red Cross, Crossroads Chapter, 2805 N. Navarro Suite 500 with a copy to The American National Red Cross, Office of the General Counsel, 2025 E Street, N.W., Washington, D.C. 20006 and with a copy to The American National Red Cross, Disaster Operations, 2025 E Street, N.W., Washington, D.C. 20006.

Red Cross Address for Invoices: Crossroads Chapter, 2805 North Navarro Suite 500, Victoria Texas 77901, with a copy to: Facilities Associate, Field Logistics, The American National Red Cross, Disaster Response 2025 E Street, Washington, D.C. 20006.

Name and Address of Shelter: ***

OWNER:

*Knights of Columbus Council
#2433*

By: *Leon Etzler*

Name: *Leon Etzler*

Title: *Grand Knight*

Date: *8/5/08*

RED CROSS:

The American National Red Cross

By: *Linda May*

Name: Linda May

Title: Emergency Services Director

The Crossroads Chapter of the
American Red Cross

Date *8/5/08*

TERMS AND CONDITIONS

This Agreement is made for the temporary use of a facility designated by Owner for use as a public shelter during a declared or undeclared natural disaster or other condition or event requiring the activation of the disaster relief functions of The American National Red Cross (referred to as an "Emergency"). The parties desire to reach an understanding that will result in providing the facility owned by the Owner to the Red Cross to operate an emergency shelter for the benefit of Owner's community.

1. Owner's Responsibilities.

(a) Owner has identified the facility, and Red Cross has determined that the facility may be suitable for use as a public shelter, or staging area, or for other purposes in connection with disaster relief operations (The facility is referred to as the "Shelter"). Upon request by the Red Cross (which may be made orally or in writing) Owner will make the facility available to Red Cross for use as a Shelter.

(b) Owner will appoint a person to coordinate the Owner's activities (This individual is referred to as the Owner's "Facility Coordinator"). The Facility Coordinator will coordinate the use of the Shelter with the Red Cross's designated official. (The Red Cross official is referred to as the "Shelter Manager"). The Facility Coordinator and the Shelter Manager will collaborate to resolve questions regarding Shelter operations. The Facility Coordinator and the Shelter Manager will jointly conduct a pre-inspection survey of the Shelter before it is turned over to the Red Cross. The pre-inspection survey, attached as Exhibit A, will be used to identify and record any existing damage or conditions. The Facility Coordinator will secure all equipment that is not supposed to be used by the Red Cross in the operation of the Shelter.

(c) The Facility Coordinator will, on request and if feasible, designate a "Foodservice Manager" to establish a feeding schedule and determine foodservice inventory and supply needs. The Facility Coordinator also will, on request and if feasible, designate a Facility Custodian, to establish and direct the sanitation inventory and supply needs. The Shelter Manager and the Facility Coordinator will jointly coordinate a work schedule for any personnel who are not Red Cross employees, volunteers, or contractors. If it is not feasible for one or both of a Foodservice Manager or a Facility Custodian to be designated by the Facility Coordinator, the Facility Coordinator will inform the Shelter Manager, who may obtain such services by contract.

(d) At the direction of and in cooperation with the Shelter Manager, the Foodservice Manager will provide the food and supplies needed for meals at the Shelter site. If, in the opinion of the Shelter Manager, additional food or supplies are needed, the Shelter Manager will coordinate the procurement of the additional food or supplies. Red Cross will pay or

reimburse Owner for all food and supplies as approved by the Shelter Manager and used in the course of operating the Shelter

(e) The Facility Custodian will provide sanitation services and supplies for custodial care at the Shelter as directed by the Shelter Manager. The Facility Coordinator or Facility Custodian will order and provide all additional sanitation and custodial supplies and services as shall be determined by the Shelter Manager. Red Cross will pay or reimburse Owner for all sanitation supplies as approved by the Shelter Manager and used in the course of operating the Shelter.

(f) Red Cross is not responsible for police or public safety at the Shelter. Any private security services that are to be the responsibility of Red Cross must be arranged under a separate agreement. Shelter population shall be exclusively the role of Red Cross. Owner shall not distribute or reveal any information concerning occupants of a Shelter without the express written consent of the Shelter Manager. No press releases or other information shall be disseminated without the express written consent of the Shelter Manager. Owner will refer all media questions related to the Shelter to the Shelter Manager.

(g) Within thirty (30) days after the close of a Shelter, the Facilities Coordinator shall submit to the Red Cross all invoices to the address above. Invoice backup must include a list of the Shelter operations personnel and hours worked at the Shelter, and details on any materials or goods used or consumed.

2. Red Cross's Obligations.

(a) The Red Cross Shelter Manager has primary responsibility for the operation of the Shelter. Red Cross will provide additional Red Cross staff and volunteers to carry out the activities of the Shelter. Red Cross will post signs identifying the Shelter. Red Cross will remove all Red Cross signs when the Shelter is closed. Red Cross and all of its agents, and employees, and volunteers will exercise reasonable care in the operation of any Shelter.

(b) Storm damage or other damage caused by the Emergency is not the responsibility of Red Cross. Red Cross reimburses personnel costs at actual current per hour straight time rate for instruction, custodial, maintenance, and food service. Red Cross will reimburse Owner for the

reasonable actual out-of-pocket costs and expenses for operational expenses, including the replacement of food, supplies, equipment. Property damaged, lost or stolen due to the negligence of Red Cross will be compensated based on depreciated actual cash value. Reimbursement for any extraordinary or capital expenses (including without limitation painting, carpeting, wiring, and structural work) will be limited to replacement at actual cash value of the property. In such cases, Red Cross will select from among bids from at least three reputable contractors.

(c) Red Cross will notify the Owner or Facilities Coordinator of the closing schedule for the Shelter. After the Shelter has been closed, the Facility Coordinator and the Shelter Manager will conduct a post-disaster facilities survey to ensure that the Shelter is returned to the Owner in the same condition as it was when it was opened, ordinary wear and tear excepted. The form to be used for this post-operation survey is Form 6556 (Release of Facility) attached as Exhibit B.

Disaster Shelter and Feeding Agreement

**Crossroads
Chapter of the
American Red Cross**

and the

**Knights of Columbus
Hallettsville, Texas**

I. Purpose

This agreement embodies an understanding between the Hallettsville Knights of Columbus and the Crossroads Chapter of the American Red Cross, hereafter referred to as Red Cross in relation to disaster preparedness and relief in all natural disasters.

The Red Cross Disaster Program as defined by the organization's operations procedures mitigates suffering by the meeting of urgent needs of victims and emergency workers immediately after a disaster has struck or in advance of a potential disaster. This Red Cross help may include food, clothing, shelter, first aid, and other basic elements for comfort and survival. Such help may be provided to large numbers of people in Red Cross shelters, feeding stations, or may be provided as individualized assistance to families. The Crossroads and the Hallettsville Knights of Columbus jointly acknowledge their respective administrative and financial responsibility. Upon request from the Crossroads Chapter the Hallettsville Knights of Columbus agrees to make the kitchen facility and the recreation area or floor space available to Red Cross for the purpose of sheltering disaster victims and of using cafeteria facilities to feed disaster victims. The Owner or manager and/or designee and the Red Cross Chapter Disaster Director and/or designee will be responsible for preplanning and implementing this agreement.

II. Methods of Cooperation

A. Physical Facilities

1. Buildings for mass shelters. Hallettsville Knights of Columbus agrees to designate certain building(s) as Red Cross Shelters.
2. Cafeteria facilities. The Hallettsville Knights of Columbus agrees to make its cafeteria facilities available to Red Cross in order for Red Cross to provide emergency mass feeding to disaster victims both in the shelters and at other locations in the affected area.

Page 2 of 4

3. **Keys.** The Hallettsville Knights of Columbus agrees to provide the Red Cross with a list of personnel who have keys to the above facilities.
 4. The Hallettsville Knights of Columbus agrees to complete a Mass Care Facility Survey (American Red Cross Form 6564).
 5. The Hallettsville Knights of Columbus agrees to complete the American Red Cross Facility Agreement (Form 6621) for each building upon activation.
6. Food
1. Food on hand purchased by the Hallettsville Knights of Columbus agrees to make an inventory of food supplies on hand to be used in feeding disaster victims.
 2. When authorized by the Red Cross, food purchases to feed disaster victims will be made and accurate records/receipts must be maintained on such purchases.
 3. Reimbursement procedures.
 - a. **Hallettsville Knights of Columbus** supplies on hand. Such supplies must be itemized if reimbursement is requested.
 - b. **Purchases.** The Hallettsville Knights of Columbus may submit itemized receipts for essential purchases to the Red Cross for reimbursement consideration.

C. Personnel

Volunteers. The Hallettsville Knights of Columbus and the Red Cross Chapter will actively plan for the maximum utilization of volunteers within a shelter or feeding operation.

1. **Professional staff.** The term "professional staff" means any Hallettsville Knights of Columbus administrator, secretary, parishioners, or custodians. Red Cross acknowledges that other professionals possess the administrative, organizational and supervisory qualities essential in managing a shelter or feeding facility, and that it actively seeks the support of the Hallettsville Knights of Columbus in asking that these professional staff volunteer their services. The Red Cross will train other volunteers to fill these positions as an alternate manpower source. Red Cross

feels it would be advantageous both for the Hallettsville Knights of Columbus and the Red Cross to have the support of these professionals. They will be performing a dual role. They will represent Red Cross and will be looking after the welfare of the victims and workers, as well as being in a position of looking after the safety of Hallettsville Knights of Columbus properties.

2. **Custodial workers.** The Hallettsville Knights of Columbus is asked to make custodial workers available to provide maintenance of the shelter(s). The term "custodial workers" means hourly paid Hallettsville Knights of Columbus janitors. Custodial workers should supervise volunteers and/or shelter occupants in the performance of janitorial services within the shelter.
3. **Authorized Red Cross representatives.** The term "authorized Red Cross representatives" means a person or persons given authority by Red Cross Disaster Services to act or make commitments in the name of the Red Cross. This person or persons is the Red Cross Disaster Services Director and/or their designees.

III. Training

The Red Cross Chapter and Hallettsville Knights of Columbus are jointly responsible for the recruitment and training of all shelter managers. The following Red Cross certified courses are available:

- A. Introduction to Disaster Services -- 3 hours
- B. Shelter Operations -- 3 hours

Since shelter managers will be functioning as Red Cross volunteers, both courses are required.

IV. Liability

Notwithstanding any other agreements, the Crossroads Chapter of the American Red Cross, agrees to defend, hold harmless, and indemnify the Hallettsville Knights of Columbus against any legal liability in respect to bodily injury, death, and property damage arising from the negligence of the said chapter during its use of the property belong to the said Hallettsville Knights of Columbus.

V. Public Relations and Public Information

The Red Cross agrees to display its posters acknowledging that these services are provided by the Hallettsville Knights of Columbus in cooperation with the Red Cross. The Hallettsville Knights of Columbus agrees to help post Red Cross identifications on all shelters and feeding facilities. All volunteers and staff will be identified as Red Cross workers.

VI. Expiration of Agreement

This agreement is valid for three years from the date of approval or may be terminated by either party upon 30 days notice.

Date: August 5, 2008

Leon Ellis

Signature of Knights of Columbus Representative

Linda May

Signature of Red Cross Disaster Director

