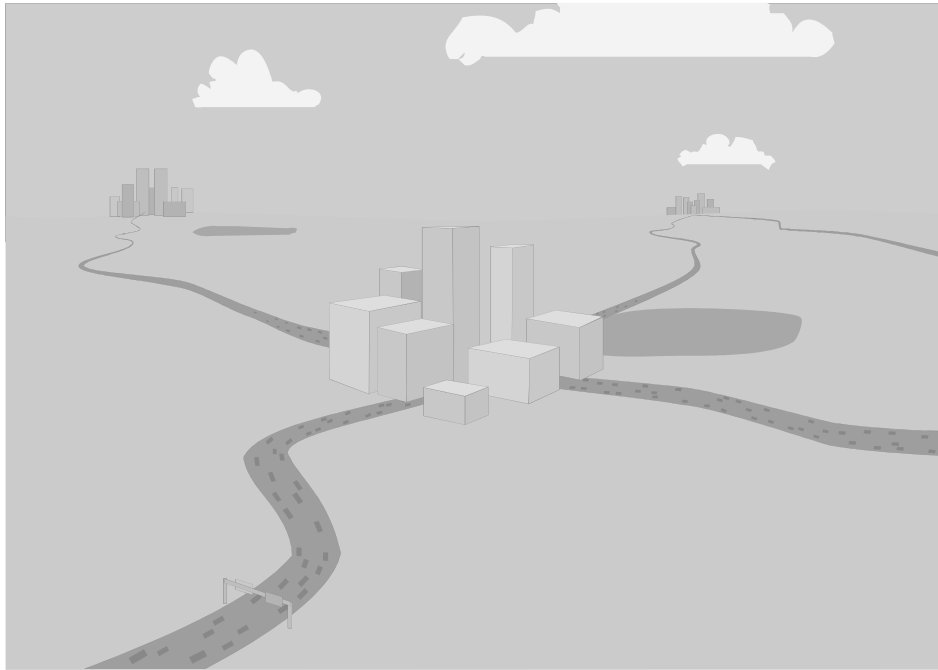


Annex B

MASS CARE ANNEX



**An Annex to the
Delaware County Comprehensive Emergency Management Plan**

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I. INTRODUCTION

Recent events statewide have caused all levels of government to take a closer look at congregating care. This annex to the Delaware County Comprehensive Emergency Management Plan is for use by the County and local officials in addressing the threat of a disaster which may require the use of public shelters.

II. PURPOSE

As history has shown, residents of a municipality typically have no desire to relocate to a public shelter. More often than not, residents are reluctant to leave their homes during a disaster, and sometimes with disastrous results. In some instances, in-place sheltering can be effective. However, when utilities are affected for long periods of time, the public may be hard pressed to survive in their homes, even more so during periods of extreme temperatures. The purpose of this annex is to ensure that all residents of the County have access to a public shelter in the event of a natural or manmade disaster.

III. GENERAL PROCEDURES

Potential hazards, such as flash flooding and hazardous materials incidents, may require the evacuation of selected areas. The actual emergency situation will determine the scope of the evacuation and the number of evacuees from a specific area.

In the event of a small-scale evacuation, reception and care can be provided at the nearest shelter or may be obtained at local motels. In the event of a large-scale evacuation/displacement of residents, or when the Director of the Department of Emergency Services decides that a public shelter is required, he will advise the American Red Cross. The American Red Cross will then activate more shelters in the County. The American Red Cross will designate and provide a trained shelter manager to assist with operations at each facility.

Upon arrival, registration forms should be completed for each family. Records should be maintained on the whereabouts of all evacuees throughout emergency operations. The American Red Cross may provide food, clothing, and shelter operations.

Daily situation reports should be provided to the Emergency Operations Center about the status of evacuees and of operations at the Shelter Center(s). Adequate records must be maintained for all costs incurred in order to be eligible for post-disaster assistance.

IV. CONCEPT OF OPERATIONS

1. Normal Operations

The American Red Cross, in coordination with the Director of the Department of Emergency Services, will:

1. Develop plans and procedures to receive and care for an indeterminate number of evacuees.
2. Designate Shelter Center(s). Determine maximum capacities for each.
3. Designate manager(s) and other key staff personnel.
4. Negotiate agreements for lodging small numbers of displaced persons with local motels/hotels or other facilities.

2. Increased Readiness

A natural or man-made disaster is threatening the local area. The American Red Cross and the Director of the Department of Emergency Services:

1. Review and update plans and procedures.
2. Confirm task assignments and alert key personnel to stand-by status.
3. Prepare the necessary forms.
4. Anticipate and resolve special problems, such as receiving nursing home patients, invalids, closing of schools, etc.
5. Begin record-keeping of disaster-related expenses and continue doing so for the duration of the emergency.

3. Emergency Operations

The disaster impacts the County, requiring full-scale operation activities.

1. The American Red Cross, in coordination with the Director of the Department of Emergency Services:
 - a. Activate shelter agreements, as required.
 - b. Receive and care for evacuees/displaced persons.
 - c. Register and maintain accurate records on their status.

- d. Provide mass feeding, as required.
- e. Provide daily situation reports to the Emergency Operations Center.

2. Recovery

- a. The American Red Cross continues to receive and care for displaced persons.
- b. Provide mass feeding, as required.
- c. Continue to provide for the lodging and care of displaced persons, as required.
- d. Consolidate and report disaster-related expenses.

V. ASSIGNMENT OF RESPONSIBILITIES

As demonstrated by recent events, a disaster may require the response by County government, as well as State and federal authorities. With the response of multiple levels of government, the coordination between and among such agencies is a necessity. In addition, large-scale events will be easier to manage using a Unified Command organization. The Incident Command System (ICS) is a means for ensuring that the required close coordination is realized. Delaware County and New York State will organize the response to a disaster according to the Incident Command System.

VI. ORGANIZATIONAL ASSIGNMENTS

1. The Director of the Department of Emergency Services is responsible for:

- a. Alerting the American Red Cross to activate the shelters.
- b. Ensuring that all fire sirens that are capable of sounding a steady tone for three to five minutes, are used to alert the public to tune into the Broadcast Media for emergency instructions.
- c. Contacting the Public Information Officer to prepare materials to be broadcast over the Emergency Alert System (EAS).
- d. Designate facilities within commuting distance of the hazardous areas for emergency workers.
- e. Providing fire protection.
- f. Coordinate requests for assistance from the public.
- g. Assisting the County Sheriff's Department in moving people who need assistance to shelters.
- h. Organizing and prioritizing search and rescue efforts.
- i. Providing emergency medical treatment and transport efforts.

2. The American Red Cross is responsible for:
 - a. Maintaining an inventory of public shelters.
 - b. Recruiting and training of shelter managers, who will set up and administer shelter operations, and assign, train, and supervise shelter personnel.
 - c. Activating, opening, operating, and demobilizing public shelters.
 - d. Provide emergency services for the public in designated shelters.
 - e. Provide the Director of the Department of Emergency Services updates and situation reports on shelter status, and of any equipment or supplies that are needed or are in abundance.

3. The Sheriff's Department is responsible for:
 - a. Implementing traffic control procedures.
 - b. Assisting in evacuating hazardous areas.
 - c. Providing security and law enforcement for shelters and evacuated areas.
 - d. Providing communications to assist emergency services personnel to insure coordination of agencies.

4. The County Public Information Officer is responsible for:
 - a. Disseminating the information received from the Director of the Department of Emergency Services, such as:
 - 1) List of activated shelters.
 - 2) What to bring to a shelter.
 - 3) Public telephone numbers for obtaining emergency information.
 - 4) Contact phone number for the disable to use to request assistance.
 - b. Developing emergency public information materials with instructions to the public for sheltering.
 - c. Providing emergency information for the Oneonta Daily Star for printing and distribution.
 - d. Arranging for activation of EAS to provide continuous public information.
 - e. Coordinating the public inquiries with the Director of the Department of Emergency Services.

5. The Commissioner of Social Services shall:

Provide support to the American Red Cross at designated shelters.

6. The Public Works Department is responsible for:
 - a. Inspection of buildings and shelters pre and post disaster.
 - b. Upgrading shelter as requested by the Director of the Department of Emergency Services.
7. The Health Commissioner will coordinate with the ARC to provide health and medical care at sheltering facilities, including distribution of drugs, vaccines, and other medications that may be needed in the shelter.
8. The Department of Social Services, Office for the Aging, and the Department of Mental Health, will all provide additional assistance to the ARC.

VII. RETURN

1. The Director of the Department of Emergency Services will advise the Public Information Officer to announce the return movement to evacuees in public shelters.
2. The Sheriff's Department will implement traffic control procedures to ensure an orderly and safe return of evacuees to their homes.
3. The Office for the Aging will assist the ARC in returning unused supplies and equipment.
4. The ARC will close shelters by:
 - a. Removing all Red Cross ID.
 - b. Making a post-use survey of the building by the last shelter manager and building representative.
 - c. Returning all borrowed and rented equipment as well as Red Cross supplies.
 - d. Obtaining any charge statements or bills for purchases made.
 - e. Arranging for clean up of the shelters prior to returning the to the owner.
5. Other services will assist in the return to day to day operations.