

EMERGENCY SUPPORT FUNCTION (ESF) #6
MASS CARE, TEMPORARY HOUSING AND HUMAN SERVICES

ESF Coordinator

City of Pacific Emergency Management Agency

Primary Agencies

City of Pacific Police Chaplain

American Red Cross

Support Agencies:

Franklin County Sheriff's Office

Pacific Police Department

Franklin County Public Health Department

St. Louis County Health Department

Pacific Fire Protection District

Pacific Public Works Department

Meramec Ambulance District

Non-Governmental Organizations:

Schools

Churches

The Salvation Army

Ministerial Alliance

COAD's/LTRC Organizations

Missouri Voluntary Organizations Active in Disaster (MOVOAD)

AmeriCorps St. Louis

Local Animal Shelter/Humane Society

United Way 211

I. PURPOSE

This annex is designed to establish an organization and procedures for the City of Pacific that will provide mass shelter and feeding for evacuees either from within their own jurisdiction or from another area.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The City of Pacific is subject to a number of disasters that could cause the evacuation of residents from an affected area. The number of people affected could range from very few, such as an isolated incident, to large numbers, if a disaster struck a densely populated area.
2. Potential disasters that could cause an evacuation in Pacific are flooding and hazardous materials incidents.
3. Facilities are available in Pacific and adjoining communities to temporarily shelter and feed those persons evacuated or displaced by an emergency or disaster. (See Appendix 2 to this Annex.)
4. The St. Louis Chapter of the Red Cross has a Memorandum of Understanding (MOU) with the St. Louis County Department of Human Services to provide food, shelter, clothing, and mental health counseling during a disaster. The Red Cross has negotiated agreements with owners of facilities/shelters (i.e. schools, churches, and not-for-profit organizations) throughout the region that could be used for disaster victims that have been displaced. The Red Cross maintains a current database of these shelter facilities.
5. The Red Cross will coordinate and manage shelters for Pacific as provided through their organizational mandate and MOU with St. Louis County. The Red Cross also has reunification services which may be arranged via 800-REDCROSS (800-733-2767). On the website users are able to list themselves as Safe and Well, as well as search registrants.
6. The American Red Cross has an assigned Disaster Program Specialist who supports Franklin County including the City of Pacific, MO.
7. In addition to the Red Cross managed shelter, City of Pacific intends to explore agreements with local facility owners to use as shelters for temporary and/or short-term needs prior to opening of Red Cross shelters when necessary.

B. Assumptions

1. Affected persons will respond as directed by local government officials.
2. A percentage of the evacuees will stay with friends or relatives.
3. All persons or groups who control or own potential shelters will cooperate and make their facilities available.

4. Pacific could have to conduct such operations without outside assistance for the first few hours following a disaster.
5. Other outside assistance will respond.
6. Some evacuees will be hesitant to leave unless they can bring their pets.

III. CONCEPT OF OPERATIONS

NOTE: The time frame for performing these actions are listed in parentheses.

- A. Reception and care operations include registration, sheltering, and feeding of evacuees, and assist in locating shelter for their pets/animals ópreferably in close proximity to mass care shelters. (PREPAREDNESS an EMERGENCY RESPONE)
- B. If a disaster has occurred, the safety of reception and care facilities must be checked. (EMERGENCY RESPONES)
- C. Shelter space will be provided for institutionalized persons or other individuals with special needs. (PREPAREDNESS,EMERGENCY RESPONSE, and RECOVERY)
- D. Facilities for essential workers will be identified within commuting distance of the hazardous area. (PREPAREDNESS, EMERGENCY REPONSE, and RECOVERY)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The diagram for this function is located in Appendix 1 to this ESF.
- B. Upon the decision to evacuate, the Emergency Management Director/Coordinator will contact the American Red Cross at (833) 583-3111 to provide information on the situation and locate a shelter in the area.
- C. The Cityø Chaplain is responsible for coordination with Red Cross for registration, mass feeding, and sheltering activities. They are also responsible for the following:
 1. Registration of persons entering shelter prior to arrival of Red Cross personnel.
 2. Assist the Red Cross in registration, mass feeding, and sheltering of evacuees.
 3. Develop plans and procedures for handling pets and animals.
 4. Coordinate reception and care activities with the PIO.
- D. Direct shelter control and management will be the responsibility of the Red Cross.
- E. In the event Pacific opens a local shelter that is not a Red Cross shelter, the City Chaplain will be responsible for directing shelter control and management at this location.
- F. Medical care and public health measures in the shelters are the responsibility of the Red Cross.

- G. The on-duty Dispatcher is responsible for communications between the reception and care facilities and the EOC.
- H. The Police Chief is responsible for providing security in the reception and care facilities at the request of the Red Cross.
- I. The Police Department will coordinate evacuation operations with the City Administrator, Pacific Fire Protection District Chief and the American Red Cross.
- J. Clerical support for compiling reception and care data will be provided by the City Chaplain or his designee.

V. DIRECTION AND CONTROL

- A. Direction and control of Reception and Care operations will vary according to the extent of the disaster or emergency situation. In a large-scale disaster, operations will be coordinated from the primary EOC.
- B. In a limited disaster or emergency situation, Reception and Care operations will be controlled from normal day-to-day office locations if possible, or at a site designated at that time.
- C. All requests for outside assistance will be made by the EOC.

VI. CONTINUITY OF GOVERNMENT

- A. The line of succession for each operating reception and care organization/agency will be as explained in the standard operating guidelines (SOG) established by each responsible agency/organization.
- B. Records of actions taken and resources expended will be maintained in the EOC and will be transferred with the EOC should it be moved.

VII. ADMINISTRATION AND LOGISTICS

- A. Administration
 - 1. Reception and Care personnel will complete the necessary forms and compile essential information to include:
 - a. A record of shelters used (including name of owner/operator)
 - b. Number of people sheltered
 - c. Number of meals served
 - d. Public information releases
 - e. Supplies ordered and receipts for all goods obtained

- f. Any damage to shelters
 - g. Shelter registration form (see sample in Appendix 3 to this Annex.)
 - 2. Procedures should be developed for using all forms, compiling information, and providing data to the EOC.
 - 3. Shelter management training should be instituted to train a small cadre of managers.
- B. Logistics
- 1. If possible, procurement of necessary supplies will be accomplished through normal acquisition channels.
 - 2. During unusual or life-threatening situations, normal purchasing procedures may be set aside and emergency procedures as set forth in County Court orders and/or City ordinances will be implemented.
 - 3. Local firms will be given preference when contracting for resources to cope with an emergency situation.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

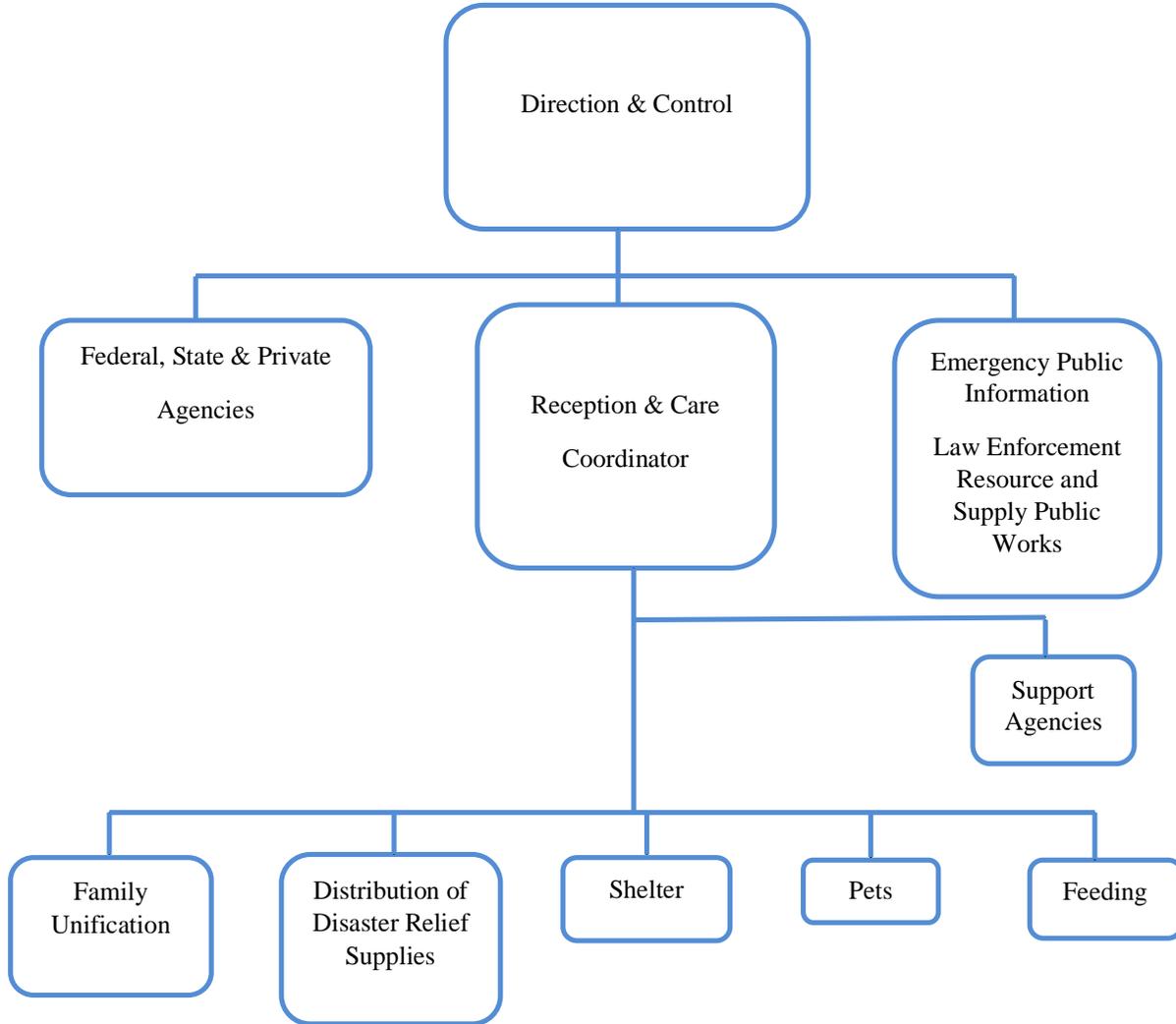
- A. Completed bi-annually by the Reception and Care Coordinators in cooperation with the City of Pacific Emergency Management Director.
- B. The State of Missouri's Community Organizations Active in Disaster Guidance Manual serves to promote and describe roles/responsibilities of support COADs. It is located at <https://sema.dps.mo.gov/programs/documents/mo-coad-manual.pdf>, and further details shall be provided in EM Support Annex SA2 Volunteer Management.

Appendices

- 1. Reception and Care Conceptual Functional Diagram
- 2. City Sponsored Reception and Care Facilities
- 3. Sample Registration Form for People
- 4. Animal Care Facilities
- 5. Sample Registration Form for pets/service animals
- 6. American Red Cross St. Louis Chapter Activation Procedures.

Appendix 1 to ESF#6

CONCEPTUAL RECEPTION AND CARE ORGANIZATIONAL CHART



Note: Reception and care operations will depend largely upon the cooperation of shelter owners and various church, civic, and volunteer organizations

Appendix 2 to ESF#6
RECEPTION AND CARE FACILITIES & RESOURCES

In an emergency, which results in a limited amount of people being evacuated, the Red Cross and Salvation Army have identified the following facilities as potential lodging and mass feeding sites in the City of Pacific.

FACILITIES:

1. Available venues are determined at the time of the disaster and requirements.

RESOURCES:

American Red Cross http://www.redcross.org	FAX	816-931-8400 816-531-7306
Salvation Army http://www.salvationarmy.usa.org	Pager	816-471-4337 816-840-2404
Missouri Voluntary Organizations Active in Disasters (MOVOAD) SEMA Statewide Volunteer Coordinator		573-526-9132

ADD MORE FOR YOUR JURISDICTION – AS APPLICABLE i.e.

Humane Society of Missouri	http://www.hsm.org
Missouri Veterinary Medical Association	http://www.mvma.us
American Veterinary Medical Association	http://www.avma.org
University of Missouri Extension	http://outreach.missouri.edu

Appendix 3 to ESF#6

SMAPLE REGISTRATION FORM (PERSON)

FAMILY NAME _____

HOME ADDRESS _____

CONTACT PHONE NUMBER _____

ALTERNATE PHONE NUMBER _____

CONTACT E-MAIL _____

FIRST NAMES	AGE	SEX	OCCUPATION	OTHER SKILLS	DISABILITIES
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

ASSIGNED SHELTER _____

Appendix 4 to ESF#6

ANIMAL INTAKE FORM

VET/CLINIC	LOCATION	PET TYPE	SPACE	PROVIDE FOOD?
St. Louis County Animal Control	10521 Baur Blvd 314-615-0650	Monkey Birds Snakes Rodents goats Cats/Dogs Etc.	Depends on how full at the time Can hold a total of 400- 500 animals	Yes, Work with Purina
St. Louis Humane Society	2400 Drilling Srv. Rd. Maryland Heights, MO (Westport Location) 314-951-1588	Animals of all types	Depends on how full at the time Can hold a total of 600- 700 animals	Yes
Franklin County Humane Society of Missouri	1222 W Main St. Union, MO 63084 (636) 583-4300	Homeless, abandoned, and lost dogs and cats	Depends on how full at the time	Partners with Purina Farms

Appendix 5 to ESF#6
ANIMAL INTAKE FORM

Drop off _____ Rescue _____ Seizure _____ Date of Arrival/Intake: _____

Location of Found/Rescued/Seized Animal: _____

Comments: _____

Animal Description

Kind of Animal: _____ Cat _____ Other (specify) _____

Breed: _____ Color: _____ Distinctive Markings: _____

Animal Name: Tag _____ or Microchip # _____

DOB/Age (if Known): _____ Weight (estimate): _____

Sex: Male _____ Female _____ Neutered _____

Owner/Agent Information

Name of Animal's Owner/Guardian: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternate Phone: _____

Alternate Contact-Name: _____ Phone: _____

Animal History

Has your pet been vaccinated within the past 2 years?

Rabies: Yes _____ No _____ Distemper: Yes _____ No _____ Other: _____

Is your pet currently on any medications?

Heartworm? _____ Flea/Tick Prevention? _____

Other medications? (Name/Dosage/frequency): _____

Did you bring these medications with you? Yes: _____ No: _____

Is your pet allergic to any drugs or medications? _____

Any injury or illness in the past 30 days? Yes: _____ No: _____

Describe: _____

Any history of seizures? Yes: _____ Frequency: _____ No: _____

Has your pet exhibited recent changes in?

Appetite? Yes: _____ No: _____ Urination? Yes: _____ No: _____

Bowel Movements? Yes: _____ No: _____ Weight? Yes: _____ No: _____

Water Intake? Yes: _____ No: _____ Behavior? Yes: _____ No: _____

Has your pet exhibited any of the following problems?

Lumps/Bumps?

Hair Loss? Yes: _____ No: _____ Lameness? Yes: _____ No: _____

Bad Breath? Yes: _____ No: _____ Sneezing? Yes: _____ No: _____

Scratching? Yes: _____ No: _____ Stiffness? Yes: _____ No: _____

Weakness? Yes: _____ No: _____ Vomiting? Yes: _____ No: _____

Coughing? Yes: _____ No: _____

Any history of biting or other aggressive behavior? Yes: _____ No: _____

Other special care instructions, questions or concerns? _____

Diet

What is your pet's normal diet? Wet or Dry Brand? _____

How much food and when each day? _____

Appendix 6 to ESF#6
AMERICAN RED CROSS ST. LOUIS CHAPTER
Activation Procedures

Purpose: To activate Red Cross Disaster Services in time of disaster.

The American Red Cross should be notified as early in the pre-impact phase as possible. This allows for the quickest response time should the disaster occur.

Red Cross resources are mobilized by contacting Disaster Services Staff directly or the 24-hour telephone number.

Red Cross 24-hour number (833) 583-3111

Advise of situation (type of event and area affected)

Advise of current status (approximate number affected and timeframe)

Advise of needed services (sheltering, feeding, etc.)

Advise of contact person and phone number