LOCAL EVACUATION AND MASS CARE PLANNING HANDBOOK

A GUIDANCE HANDBOOK TO ASSIST LOCAL EMERGENCY MANAGEMENT PROGRAMS DEVELOP AN EVACUATION AND MASS CARE PLAN OR EMERGENCY OPERATIONS PLAN ANNEX, COUNTERPART TO AND SUPPORTING THE MICHIGAN EMERGENCY MANAGEMENT PLAN AND EVACUATION AND MASS SHELTER SUPPORT PLAN.

Published By:
Emergency Management and
Homeland Security Division
Michigan Department of State Police
Attn: State Planning Unit
4000 Collins Road
Lansing, Michigan 48910
(517) 336-6198, facsimile (517) 333-4987
http://www.michigan.gov/emhsd

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.

ATTACHMENTS
General

> **Nuclear Incident Evacuation and Mass Care**
> *Nuclear power plant accident procedures are addressed in the plans established by counties in the Emergency Planning Zones (EPZs). Evacuation areas and routes, shelter locations, and access control points have been pre-designated for Michigan's three commercial nuclear power plants, in accordance with federal NUREG 0654, FEMA REP-1. Functional needs populations have been identified and addressed in the emergency operations plans of the jurisdictions located within the designated (EPZs) for each plant.*

THIS PAGE INTENTIONALLY LEFT BLANK

This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security.

RECORD OF CHANGES

(Jurisdiction Name)

Evacuation and Mass Care Plan

The Evacuation and Mass Care Plan, including appendices and attachments, will be reviewed and approved annually. All updates and revisions to the plan will be tracked and recorded in the following table. This process ensures the most recent version of the plan is disseminated and implemented by emergency response personnel.

Change #	Date of Change	Entered By	Summary of Changes

BACKGROUND and APPROVALS

This Evacuation and Mass Care Support Plan to the **(Jurisdiction Name)** Emergency Operations Plan (EOP) was prepared by the **(Jurisdiction Name)** Emergency Management Agency, in partnership with the **(Jurisdiction Name)** Executive Office, the Judiciary, **(Jurisdiction Name)** departments and agencies, and appropriate regional, tribal, nongovernmental and private sector stakeholders.

The **(Name of Jurisdiction Emergency Operations Plan)**, developed and maintained by the **(Jurisdiction Name)** as required under 1976 PA 390, as amended (the Michigan Emergency Management Act), MCL 30.407a(2), provides the framework to mitigate, prevent, prepare for, respond to and recover from disasters, emergencies, threats or incidents – actual, imminent or potential – that could adversely impact the **(Jurisdiction Name)**. The **(Jurisdiction Name)** will revise the **(Name of Jurisdiction Emergency Operations Plan)** and this Support Plan when required by changes in internal or external conditions, or as required by the state or federal governments.

This Evacuation and Mass Care Support Plan is approved by the **(Jurisdiction Name)** **(Chief Elected Official)** and the Emergency Manager as indicated by their signatures on the document's signature page. This support plan complies with applicable **(Jurisdiction Name),** State of Michigan and federal laws, policies, rules and regulations. It is intended to comply with the National Incident Management System (NIMS) and applicable Standards for Operational Plans set forth by the Emergency Management Accreditation Program (EMAP).

The **(Jurisdiction Name)** will distribute this support plan and related emergency management documents to appropriate stakeholders that may be affected by their implementation.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.

DISTRIBUTION

The **(Jurisdiction Name)** makes plans available on the **(Jurisdiction Name)** web site for stakeholders and the public to review and download. The Emergency Manager maintains e-mail notification lists of representatives of departments, agencies, and organizations that are responsible for implementation of task assignments contained within the plan, or that otherwise need a copy for operational or reference purposes. The Emergency Manager provides hardcopy editions to designated positions within the EOC; all other stakeholders should use the electronic edition, and may print as many copies as needed.

RAPID DOCUMENT CUSTOMIZATION INSTRUCTIONS

Customize this document to your agency's terminology using Microsoft Word's "Find and Replace" tool under the "Edit" menu (older versions) or the "Home" ribbon or "ctrl-h" (newer versions). Generic terms have been provided in **(blue)** for a "fill-in-the-blank" method. Many edits can be completed simultaneously by typing in the **(blue)** words to "Find" and then using the "Replace" tool to insert the proper names to match your jurisdiction's nomenclature. This does NOT alleviate the author of reviewing and editing the document. A misplaced letter or character will thwart the tool, but it can expedite changes to frequently occurring words or phrases.

In the "Find" Box, type (including parentheses):	In the "Replace" Box, type (without parentheses):
(Agriculture / Animal Control)	Agriculture/Animal Care and Control
(County)	e.g., **"Wayne County"** or **"Ingham County"**
(Chief Elected Official)	e.g., **"Mayor"** or **"County Board Chairperson"** or **"Chief Executive"**
(Civil Rights Department)	Civil Rights Department, Office or Agency
(Community Development Department)	Community Development Department
(Community Health Department)	Community Health Department, Office or Agency
(Corrections Agency)	Corrections Agency
(Department of Education)	Department of Education
(Department of Human Services)	Department of Human Services
(Department of Licensing)	Clerk or Licensing Department
(Economic Development Agency)	Economic Development Agency
(Housing Department)	Housing Department
(Implementing Agency)	Agency coordinating evacuation and mass care ops – e.g., **"City of Flint Fire Dept."**
(Jurisdiction Name)	e.g., "City of Ann Arbor" or "St. Clair County"
(Jurisdiction Type)	Jurisdiction Type – i.e., **"City"** or **"County"** or **"Village"** or **"Township"**
(Legal Department)	Legal Department or Attorney
(Mutual Aid Partners)	List of Jurisdictions with Mutual Aid Agreements
(Name of Jurisdiction Emergency Operations Plan)	Document Name – e.g., "City of Lansing Emergency Operations Plan"
(Police Department)	Police or Sheriff's Department
(Parks and Recreation Department)	Parks and Recreation or Natural Resources Department
(Public Works Department)	Public Works Department
(Technology and Management Department)	Purchasing, Facilities and IT Department.
(Transportation Department)	Transportation or Related Department.
(Website)	e.g., " www.mqtcty.org" or "www.cityofhillsdale.org"

THIS PAGE INTENTIONALLY LEFT BLANK

ACRONYM GUIDE

AAA	Area Agency on Aging		ITS	Intelligent Transportation Systems
ACO	Animal Control Officer		JIC	Joint Information Center
ADA	Americans with Disabilities Act		LEP	Limited English Proficiency
ADL	Activities of Daily Living		MCDC	MI Disability Concerns Commission
ARC	American Red Cross		MCL	MI Compiled Laws
CART	County Animal Response Team		MCB	MI Bureau of Services for Blind Persons
CC	Citizen Corps Program		MCC	Medical Coordination Center
CIKR	Critical Infrastructure and Key Resources		MCDC	MI Disability Concerns Commission
CMHSP	Community Mental Health Services Program		MCSC	MI Civil Service Commission
CPG	Civil Preparedness Guide		MCTI	MI Career and Technical Institute
CERT	Community Emergency Response Team		MDAG	MI Department of Attorney General
DAE	Disaster Assistance Employee (of FEMA)		MDARD	MI Department of Ag and Rural Development
DHS	Department of Homeland Security		MDCH	MI Department of Community Health
DRC	Disaster Recovery Center		MDCH/MOSA	MI Office of Services to the Aging
DSHR	Disaster Service Human Resources		MDCH/OPHP	MI Office of Public Health Preparedness
EAG	Emergency Action Guidelines		MDCR	MI Department of Civil Rights
EAS	Emergency Alert System		MDEQ	MI Department of Environmental Quality
ECC	Emergency Coordination Center		MDHS	MI Department of Human Services
EHTR	Emergency Highway Traffic Regulation (Plan)		MDLRA	MI Department of Licensing and Regulatory Affairs
EM	Emergency Management		MDMVA	MI Department of Military and Veterans Affairs
EMAC	Emergency Management Assistance Compact		MDOC	MI Department of Corrections
EMC	Emergency Management Coordinator		MDOE	MI Department of Education
EMP	Emergency Management Program		MDOS	MI Department of State
EOC	Emergency Operations Center		MDOT	MI Department of Transportation
EOP	Emergency Operations Plan		MDT	MI Department of Treasury
EPZ	Emergency Planning Zone		MDNR	MI Department of Natural Resources
ERT	Emergency Response Team		MDTMB	MI Dept. of Technology, Management and Budget
ESF	Emergency Support Function		MEDC	MI Economic Development Corporation
FEMA	Federal Emergency Management Agency		MEMAC	MI Emergency Management Assistance Compact
FHWA	Federal Highway Administration		MEMP	MI Emergency Management Plan
FNSS	Functional Needs Support Services		MI CIMS	MI Critical Incident Management System
GIS	Geographic Information System		MICC	MI Infrastructure Coordinating Council
HHS	U.S. Department of Health and Human Services		MIOSHA	MI Occupational Safety and Health Administration
HUD	U.S. Department of Housing and Urban Development		MI-SART	MI State Animal Response Team
IA	Individual Assistance		MIVOAD	MI Voluntary Organizations Active in Disaster
ICS	Incident Command System		MMRC	MI Medical Reserve Corps
ID	Identification		MNG	MI National Guard
IHP	Individuals and Households Program		MPSC	MI Public Service Commission
IRS	U.S. Internal Revenue Service		MRE	Meals Ready to Eat
IT	Information Technology		MRS	MI Rehabilitation Services

MSHDA	MI State Housing Development Authority
MSP	MI State Police
EMHSD	Emergency Management/Homeland Security Division
MVC	MI Veterinary Corps
MVDF	MI Volunteer Defense Force
MVR	MI Volunteer Registry
NARSC	National Animal Rescue and Sheltering Coalition
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NPP	Nuclear Power Plant
NRC	U.S. Nuclear Regulatory Commission
NRF	National Response Framework
NSS	National Shelter System
NUREG	Nuclear Regulatory
NVOAD	National Voluntary Organizations Active in Disaster
ONA	Other Needs Assistance
PAO	Protective Action Order
PA	Public Assistance; also Public Act
PAGP	Public Assistance Grant Program
PAS	Personal Assistance Services
PDA	Preliminary Damage Assessment
PETS	Pet Evacuation and Transportation Standard Act
PIO	Public Information Officer
PKEMRA	Post-Katrina Emergency Management Reform Act
PNP	Private Nonprofit (Organization or Facility)
PRO	MI Unemployment Agency Problem Resolution Office
REP	Radiological Emergency Preparedness
SART	See "MI-SART"
SBA	United States Small Business Administration
SEOC	State Emergency Operations Center
SER	State Emergency Relief (Program)
SIAO	State Individual Assistance Officer
SIP	Shelter-In-Place
SPAO	State Public Assistance Officer
SPIO	State Public Information Officer
UIA	Unemployment Insurance Agency
US	United States
USDA	United States Department of Agriculture
USDOT	United States Department of Transportation

ASSIGNMENT LOCATOR

*Customize with Names/Designations of your **(Jurisdiction Name)** agencies. When content is revised and pagination is complete according to the **(Jurisdiction Name)** structure and procedures, complete this table with proper page references.*

Agency	Task Assignment Locations (page numbers)
(Agriculture/Animal Control)	
(Chief Elected Official)	
(Civil Rights Department)	
(Community Development Department)	
(Community Health Department)	
(Corrections Agency)	
(Department of Education)	
(Department of Human Services)	
(Department of Licensing)	
(Economic Development Agency)	
Emergency Management	
(Housing Department)	
(Legal Department)	
Military and Veterans	
(Parks and Recreation Department)	
(Police Department)	
Services to the Aging	
(Technology and Management Department)	
(Transportation Department)	
Treasury	
American Red Cross – NGO	
Citizen Corps – NGO	
MIVOAD – NGO	
MVDF – NGO	

THIS PAGE INTENTIONALLY LEFT BLANK

LEGAL CONSIDERATIONS

Evacuation and mass care operations have potential legal consequences that must be considered before implementation. While incident circumstances, not legal considerations, will dictate whether evacuation and mass care will be used as a protective action, there are always legal issues associated with such actions. For example, both public and private property will be affected. Privately owned property has an economic value that may require compensation to the owner if the property is taken, used, damaged, or destroyed in evacuation and mass care operations. In many cases, private entities will provide essential support services (e.g., buildings, equipment, commodities, etc.) that facilitate mass care. Mandatory evacuations compelled by the Governor under penalty of law can have potentially significant economic consequences for both public and private entities. Many federal and state laws may impact evacuation and mass care operations. The most important and relevant of these to consider include:

Relevant Federal Authorities.

Americans with Disabilities Act of 1990, as amended. Title II of the ADA of 1990 ensures nondiscrimination on the basis of disability in the provision of state and local government services. This includes equal accessibility to governmental programs, services, activities and facilities. With regard to evacuation and mass care, the Act ensures integration and equal opportunity for people with disabilities in general population shelters. The ADA "Best Practices Tool Kit for State and Local Governments" provides technical assistance in the implementation of and compliance with Title II provisions. In particular, Chapter 7 of this Kit, "Emergency Management under Title II of the ADA," provides assistance on how emergency management programs, services, activities and facilities can be made accessible to everyone, including people with disabilities.

Federal Fair Housing Act of 1968, as amended, is applicable to residences used to house persons temporarily displaced by disasters. The law requires that new multifamily housing of 4 or more units provide certain accommodations for disabled persons and that owners of existing buildings allow disabled tenants to make reasonable access-related modifications.

Section 504 of the Fair Housing Act, as amended also addresses service and emotional support animals. Disabled individuals may request a reasonable accommodation for assistance animals in addition to dogs, including emotional support animals, under the Fair Housing Act or Section 504. In situations where both laws apply, housing providers must meet the broader Fair Housing Act/Section 504 standard in deciding whether to grant reasonable accommodation requests. (*Memorandum to FHEO Regional Directors from HUD Deputy Assistant Secretary for Enforcement and Programs, February 17, 2011).*

Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended. The Stafford Act, P.L. 100-707, was signed into law November 23, 1988. The Stafford Act renamed and amended the Disaster Relief Act of 1974, P.L. 93-288. The Stafford Act was subsequently amended by:

- The Disaster Mitigation Act of 2000, P.L. 106-390 (October 30, 2000);
- The Department of Homeland Security Appropriations Act of 2007, P.L. 109-295, October 4, 2006;
- The Pets Evacuation and Transportation Standards Act of 2006, P.L. 109-308, October 6, 2006; and
- The Security and Accountability for Every Port Act of 2006, P.L. 109-347, October 13, 2006).

The Stafford Act authorizes the President to provide financial and other assistance to State and local governments, certain private non-profit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential emergency or major disaster declarations. This may include financial and direct support of evacuation and mass care operations under certain circumstances.

The Post-Katrina Emergency Management Reform Act (PKEMRA). This is Title VI of the Department of Homeland Security Appropriations Act of 2007, P.L. 109-295, which clarified and modified the Homeland Security Act with respect to the organizational structure, authorities, and responsibilities of FEMA and the FEMA Administrator. The PKEMRA made changes – some appearing in the Homeland Security Act and some in the Stafford Act – which directed FEMA, among other things, to take the following actions related to evacuation and mass care during major disasters:

- Establish a Disability Coordinator and develop guidelines to accommodate individuals with disabilities;
- Established the National Emergency Family Registry and Locator System to reunite families: https://egateway.fema.gov/inter/nefrls/home.htm;
- Establish the National Emergency Child Locator Center to locate missing children: www.missingkids.com;
- Strengthen coordination and support of precautionary evacuations and recovery efforts;
- Provide transportation assistance for relocating and returning individuals displaced from their residences;
- Provide case management assistance to identify and address major disaster victims' unmet needs; and
- Provide rescue, care, shelter and essential assistance to individuals and their household pets and service animals (see "PETS Act" below).

Pets Evacuation and Transportation Standards (PETS) Act of 2006 - Amended the Stafford Act to ensure state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency. Refer to the MEMP Animal Care Support Plan.

Natural Resources and Environmental Protection Act (Public Act 451 of 1994, MCL 324.101, et seq.) ensures the conservation and management of wildlife.

FEMA Shelter and Mass Care Guidance. FEMA's "Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters" provides planning guidance to integrate children and adults with functional support needs in general population shelters provided by government agencies and Non-Government Organizations.

FEMA Disaster Assistance Policy Guidance. The following FEMA documents may be applicable to evacuation and mass care support operations:

- Disaster Assistance Policy DAP9523.15, "Eligible Costs Related to Evacuations and Sheltering"
- Disaster Assistance Policy DAP9523.18, "Host-State Evacuation and Sheltering Reimbursement"
- Disaster Assistance Policy DAP9523.19, "Eligible Costs Related to Pet Evacuations and Sheltering"
- Standard Operating Procedure 9570.1, "Direct Reimbursement for Host-State Evacuation and Sheltering Costs"
- Disaster Assistance Fact Sheet 9580.7, "Frequently Asked Questions – Host-State Evacuation and Sheltering"
- Recovery Strategy RS – 2006 – 1, "Mass Care and Housing Assistance"
- FEMA Comprehensive Preparedness Guide (CPG) 101, v 2.0 – "Developing and Maintaining Emergency Operations Plans"
- FEMA P-760 / Catalog No. 09049-2, July 2009, "Evacuee Support Planning Guide"
- FEMA P-760a / Catalog No. 09049-2, July 2009, "Evacuee Support Concept of Operations Template"

National Response Framework. Although many elements of the NRF may support the State's evacuation and/or mass care efforts, the following ESFs and Annexes may be particularly relevant during significant operations:

- ESF #1 – Transportation

- ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services
- ESF #7 – Logistics Management and Resource Support
- ESF #8 – Public Health and Medical Services
- ESF #11 – Agriculture and Natural Resources
- Mass Evacuation Incident Annex

Relevant State Authorities.

Emergency Management Act (Public Act 390 of 1976, MCL 30.401 et seq. This Act provides the Governor with the authority to:
- Direct and compel evacuation;
- Prescribe routes, modes, and destination of transportation in connection with an evacuation;
- Control ingress and egress to and from a stricken or threatened area, removal of persons within the area, and the occupancy of premises within the area; and
- Direct other actions required to address a disaster or emergency as defined by the Act.

This broad authority includes the provision of basic human services and other services designed to meet the needs of persons being evacuated or provided mass care, and/or to facilitate such response actions. The Act also provides for compensation to private entities whose personal property is commandeered for use in the support of emergency operations.

Interstate Emergency Assistance Compact Act (Public Act 247, 2001, Article X. Should the State elect to enter into a voluntary mutual aid agreement with another state for the evacuation of the civilian population, the details pertaining to the nature, scope, magnitude and timing of the evacuation shall be worked out between the party states and the various jurisdictions where the incident triggering evacuation occurs.

Michigan Public Health Code (Public Act 368 of 1978, MCL 333.1101, et seq. Addresses prevention and control of diseases impacting humans, including provisions to ensure sanitary conditions at facilities used as mass shelters.

Additionally, there are other state and federal laws that control the care and handling of animals in evacuation and/or mass care operations. Refer to the MEMP Animal Care Support Plan for specific references.

THIS PAGE INTENTIONALLY LEFT BLANK

PURPOSE AND SCOPE

This Plan describes the resources, capabilities, and technical expertise of **(Jurisdiction Name)**, the American Red Cross (ARC), area nongovernmental relief organizations (NGOs), and the State of Michigan in providing:

- Evacuation and mass care operations for large numbers of people and animals during a disaster or emergency; and
- Evacuation and mass care operations when evacuees from other states are relocated to **(Jurisdiction Name)** for an extended period. Such operations and multi-jurisdictional operations will generally require state support.

Support services provided under this Plan may include but are not limited to:

- Assessment and reporting impacts on affected populations, emphasizing Functional Needs;
- Evacuation operations (i.e., route selection, alternate mobility provisions, barricading, signage, fueling provision, disabled vehicles, etc.);
- Access control, traffic control, and shelter security;
- Providing and coordinating evacuee medical treatment;
- Support services to those required to sheltered in-place;
- Supplemental evacuation transportation for Functional Needs populations;
- Providing specialized medical shelter space;
- Shelter management, including provision for the requirements of Functional Needs populations;
- Assisting State authorities in assimilating out-of-state evacuees to Michigan;
- Provide evacuation and mass care operational information to the public;
- Reunite families and individuals separated during the evacuation process;
- Reporting the nature, scope, and magnitude of evacuation and mass care operations to the SEOC, neighboring EOCs, and other entities;
- Coordinating and supporting animal care and evacuation. (See the MEMP Animal Care Support Plan, MSP/EMHSD Pub.101c.); and
- Coordinating and supporting transportation of animals to shelters or other hosting facilities.

This Plan will be consistent with and support evacuation and mass care functions described in the **(Name of Jurisdiction Emergency Operations Plan)** (EOP) and the State of Michigan Evacuation / Mass Sheltering Plan. It is also consistent with and supports a number of ESFs and Disaster-Specific Procedures found in the MEMP core document (MSP/EMHSD Publication 101).

THIS PAGE INTENTIONALLY LEFT BLANK

SUPPORT ACTIVITIES DEFINED

Activity	Examples*
Evacuation	Facilitate rapid and efficient movement of affected populations to areas of safety which will provide temporary refuge. Evacuation may extend to evacuees from other states or Canadian Provinces seeking refuge, including federal government-facilitated evacuations approved by the State, or spontaneous evacuees fleeing a catastrophic incident. Evacuation activities for the ARC and NGO partners refer to those actions related to the rapid and efficient movement of affected populations using all appropriate modes of transportation. This includes the evacuation of individuals from **(Jurisdiction Name)** facilities under each department's statutory or programmatic responsibility, as well as monitoring, tracking and reporting on such evacuations to the State.
Mass Care	Temporary shelter and care of affected persons who have been evacuated or are sheltering in-place. Mass Care support activities for the **(Jurisdiction Name)** may include, but are not limited to: 1) Identify and establish appropriate mass care facilities; 2) Management support at mass care facilities; 3) Register and track sheltered population; 4) Provide food, water, and other necessary sustenance; 5) Provide health and medical services to ensure health and well-being and prevention of disease outbreaks; 6) Monitor and report on shelter conditions; 7) Ensure safe and sanitary conditions at mass care facilities; 8) Care and sheltering of household pets. 9) Return facilities to pre-incident condition.
Functional Needs	Provide care and shelter for persons who require accommodation for Functional Needs during incident response and recovery operations. Functional Needs populations include, but are not limited to: 1) Elderly persons; 2) Impoverished persons; 3) Persons in ill health; 4) Young children; 5) Persons who are non-English speaking or have Limited English Proficiency; 6) Individuals with physical or mental disabilities; 7) Transit dependent persons; 8) Pregnant and nursing individuals; 9) Culturally sensitive or aligned persons; 10) Persons with service, pet, or other animals; and 11) Persons with specific religious beliefs or practices.
Access Control and Security	Control access to incident-affected and evacuated area using barricades or checkpoints staffed by **(Implementing Agency)**. This may include providing security related to evacuation or mass care operations and general security to the evacuated area.
Evacuation Re-entry	Facilitate evacuated persons' re-entry. Evacuation re-entry support activities may include, but are not limited to: 1) Develop a phased or non-phased re-entry process; 2) Develop and disseminate public re-entry education materials; 3) Provide barricades and staff checkpoints to restrict re-entry to authorized individuals; and

Activity	Examples*
	4) Monitor and report on re-entry status.
Long-Term Assimilation	Assist out-of-state evacuees who are likely to reside in Michigan for an extended time due to incident-related reasons. Evacuees will require a wide array of services to help them transition to Michigan residency. This may include but is not limited to: 1) Housing and basic utilities; 2) Driver license, vehicle and voter registration; 3) School enrollment; 4) Employment / unemployment services; 5) Human service program registration; 6) Income tax / insurance issues; 7) Child care services; 8) Social security and/or disability registration; 9) Rehabilitation services; 10) Transportation services; 11) Medical / health care services; and 12) Food and basic sustenance.

*Examples are not all-inclusive. Incident circumstances may require deviations from or additions to the examples provided for each function.

This plan provides a framework for the **(Jurisdiction Name)** to ensure that evacuations resulting from catastrophic disaster, emergency, or other incident are undertaken as safely and efficiently as possible; and to assure that mass care needs are anticipated, coordinated, and effectively implemented.

The State of Michigan is at risk of many natural and man-made disasters. In the event that any hazard threatens populations and property, preparedness is key to effective evacuation and mass care.

Implementation of this plan will be coordinated by the **(Implementing Agency)**, utilizing **(Jurisdiction Name)** resources organized by department as prescribed in the **(Name of Jurisdiction Emergency Operations Plan)**. This Evacuation and Mass Care Planning Handbook is counterpart to the Evacuation / Mass Shelter Plan Annex of the Michigan Emergency Management Plan (MEMP), adopted by the Michigan State Police / Emergency Management and Homeland Security Division (MSP/EMHSD) to provide supplemental state assistance to local / regional evacuation and mass care operations.

Immediate response is crucial to prevent personal and property loss following a disaster. The **(Jurisdiction Name)** Evacuation and Mass Care Plan provides the policies and procedures necessary to evacuate and assist evacuees by defining and assigning responsibilities and tasks to departments implementing the Plan.

Responsible Agency or Organization: P = Primary; S = Support*

FUNCTION	Emergency Manager	(Chief Elected Official)	(Agriculture and Animal Control)	(Legal Department)	(Civil Rights Department)	(Community Health Department)	(Corrections Agency)	(Department of Education)	(Department of Human Services)	(Department of Licensing) / Clerk	(Housing Department)	(Public Works Department)	(Parks and Recreation Department) / DNR	Secretary of State	(Police Department)	(Technology and Management Department)	(Transportation Department)	Area Agency on Aging	MIVOAD	Red Cross	Citizens Corps	CART
Access / Traffic Control	S	S		S		S	S	S	S	S		S	S		P	S	S		S	S	S	
Animal Care	S		P																S	S	S	S
Barricades / Signage												S					P					
Clothing / Furnishings	S	S					S		P							S			S	S		
Donations Management	S	S							P							S			S	S	S	
Driver License / ID Card														P		S						
Employment Assistance								S	P													
Evacuation Authority	S	P		S		S									S	S	S					
Evacuation Route Selection	P	S										S	S		S		S					
Evacuation Monitoring	P	S				S	S	S	S			S	S		S	S	S					
Faith-Based Needs		S			S				P									S	S	S		
Family Reunification									S		S							S	S	P		
Food / Basic Sustenance	S	S	S				S	S	S							S			S	P		
Health / Medical Needs	S	S	S		S	P			S									S	S	S		
Housing	S			S	S				S		P							S	S			
Information Technology	S															P						
Insurance Assistance				S	S				S	P												
NGO Coordination	P	S			S				P		S								S	S	S	
Public Information	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Re-entry Authority	S	P		S	S							S			S		S					
Re-entry Support	P				S	S			S			S	S		S	S					S	
Rehabilitation Services					S			S	P													
School Enrollment		S						P	S	S												
Security / Law Enforcement	S			S		S									P	S					S	
Shelter Facilities / Housing ID	P	S	S			S	S	S	S	S		S			S	S			S	P		
Shelter Management	S				S				P		S					S			S	P	S	
Shelter Supplies	S	S				S	S		S							P			S	P		
Functional Needs Populations	S	S			S	S		S	P	S								S	S	S	S	
Transportation, Individual	S						S	S	P				S		S	S			S		S	
Transportation, Mass	S						S	S	S			S			S		P					

*See "Responsible Agency/Organization" in Definitions section of this document.

THIS PAGE INTENTIONALLY LEFT BLANK

AUTHORITIES, REFERENCES AND DEFINITIONS

(Jurisdiction Name) Authorities.
- **(Local emergency management enabling authorities)**
- **(Name of Jurisdiction Emergency Operations Plan)**
- **((Jurisdiction Name) National Incident Management System [NIMS] adoption document)**

> *Note: List other evacuation and shelter ordinances and polices. Consider protecting vital records, established evacuation routes, designated shelters, emergency notification, and existing catastrophic planning documents. Summarize the relevance to evacuation and care of these ordinances, policies and procedures.*

Mutual Aid Agreements and Contingency Plans
- Emergency Management Assistance Compact (EMAC)

Related State and Jurisdictions' Plans

> *Insert links or references to relevant related plans such as the Office of Public Health Preparedness' Emergency Operations Plan*

- Emergency Operations Plan, MDCH OPHP
- Limited English Proficiency Plan, MDOT, www.michigan.gov/titlevi
- Local Emergency Alert System Plan, MSP/EMHSD Region
- MEMP Evacuation and Mass Shelter Support Plan, MSP/EMHSD Publication 101b
- MEMP Animal Care Support Plan, MSP/EMHSD Publication 101c
- Michigan Emergency Management Plan (MEMP), MSP/EMHSD Publication 101
- Michigan Emergency Preparedness Pharmaceutical Plan, MDCH
- Michigan Infrastructure Protection Plan, MSP/EMHSD
- Michigan Strategic National Stockpile Plan, MDCH OPHP
- Spartan County Animal Emergency Response Plan, MSU Extension and MDARD
- State Emergency Alert System Plan, MSP/EMHSD
- Title VI Non-Discrimination Plan Program Guidelines, MDOT, www.michigan.gov/titlevi

State Authorities.
- Act 328, Public Acts of 1931, The Michigan Penal Code, (MCL 750.81d, Resisting Lawful Orders)
- Act 207, Public Acts of 1941, as amended, the Fire Prevention Code, (MCL 29.7a, Authority of Fire Marshal in Dangerous Conditions)
- Act 151, Public Acts of 1953, as amended, the Interstate Civil Defense and Disaster Compact Act
- Act 53, Public Acts of 1974, as amended, the Protection of Underground Facilities Act
- Act 390, Public Acts of 1976, as amended, the Emergency Management Act
- Act 368, Public Acts of 1978, as amended, the Michigan Public Health Code Act
- Act 247, Public Acts of 2001, as amended, the Interstate Emergency Management Assistance Compact Act
- Act 248, Public Acts of 2001, as amended, the Interstate Emergency Management Assistance Compact Act
- Michigan Emergency Management Plan

Federal Authorities and Other References.
- Title VI of the Civil Rights Act of 1964
- Rehabilitation Act of 1973, Sections 504 and 508, as amended
- Public Law 93-288, as amended, the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988
- Public Law 100-408, as amended. Price-Anderson Amendments Act of 1988.
- Americans with Disabilities Act of 1990 (ADA), including 2010 revisions dealing with "Service Animals."
- Public Law 104-321, Emergency Management Assistance Compact of 1996.
- "The National Strategy for Homeland Security, July 2002" and the "Homeland Security Act of 2002"
- National Response Plan (NRP), December 2004.
- Fair Housing Act of 1968, Section 504, as amended.
- Executive Order 13347, Federal Register—Individuals with Disabilities in Emergency Preparedness, 2004.
- ADA Guide for Local Governments, U. S. Department of Justice, July 2005.
- Post-Katrina Emergency Management Reform Act of 2006
- Public Law 109-308, as amended, the Pets Evacuation and Transportation Standards Act of 2006
- National Response Framework (NRF), ESF #1 (Transportation Annex) 2008.
- National Response Framework (NRF), ESF #6 (Mass Care, Emergency Assistance, Housing, and Human Services Annex) 2008.
- National Response Framework (NRF), ESF #8 (Public Health and Medical Services Annex) 2008
- National Response Framework (NRF), ESF #11 (Agriculture and Natural Resources Annex) 2008
- National Response Framework (NRF), ESF #13 (Public Safety and Security Annex) 2008
- National Response Framework (NRF), Mass Evacuation Incident Annex, 2008.
- FEMA Handbooks: "Emergency Preparation and Response" and "Comprehensive Preparedness Guide"
- Emergency Management and Assistance, Code of Federal Regulations (CFR) 44.
- Homeland Security Presidential Directive 5: Management of Domestic Incidents.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.

DEFINITIONS

Accessible: Having the legally required features and/or qualities that ensure entrance, participation, and usability of places, programs, services, and activities by individuals with a wide variety of disabilities.

Accessible Route: An Accessible Route is a pathway connecting a continuous unobstructed path connecting accessible elements and spaces in a building or facility that complies with the space and reach requirements of applicable standards prescribed by § 8.32.

Arrival Point: A facility or point of entry into a Host-State or jurisdiction that provides assistance to evacuees, including transfer points, RPSs, Welcome Centers, Information Points, shelters, and other congregate facilities.

At-Risk Population: People most at risk of severe consequences from the pandemic, including societal, economic, and health-related effects; including individuals who may have greater difficulty accessing the public health and medical services they require following a disaster or emergency. At-risk individuals have needs in one or more functional areas, including: **C**ommunication, **M**edical care, maintaining **I**ndependence, **S**upervision, and **T**ransportation, or "CMIST."

Capability: Measure of an entity's ability (e.g., State and local government, local community, NGOs) to provide disaster operation support based on the amount of available human and material resources (e.g., sheltering facilities, personnel, medical support, housing, food supply) and the time needed to deploy, sustain, and resupply them.

Capacity: The maximum amount that can be accommodated to rapidly and substantially increase the provisioning and infrastructure for evacuee support—food, water, medicine, shelter and housing, medical care, security, staffing, and other resources.

Catastrophic Hurricane: Hurricanes defined by the Saffir-Simpson Hurricane Scale as producing catastrophic damage equal to a Category 4 or 5 storm.

Catastrophic Incident: Any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.

CBRNE – Chemical, Biological, Radiological, Nuclear, Enhanced Incendiary Device: See "Weapon of Mass Destruction."

> ***Companion Animal:*** *Undefined. However, the Federal definition for Household Pet is more restrictive than the common belief held by many animal owners in time of disaster. The **(Name of Jurisdiction)** and ARC may decide at their discretion (understanding costs incurred may not be reimbursed by the federal government) that they wish to be more broadly accepting.*

Congregate Care: Essential mass care and emergency assistance to evacuees in a collective setting due to the impact of a disaster or emergency.

Congregate Care Activities: Life-sustaining activities include, but are not limited to, sheltering, feeding, distribution of emergency/essential and/or life-sustaining items, reunification services, emotional support and counseling services, information and referral, first aid in congregate care facilities, and additional activities identified in the NRF as "Emergency Assistance Services."

Congregate Care Facilities: Defined by the FEMA Mass Care Coordination Unit, these facilities are General Population Shelters, respite centers, reception centers, heating/cooling centers, medical support shelters, other Functional Needs shelters, and also including unconventional sheltering facilities such as base camps, and temporary construction.

Contraflow: Contraflow or lane reversal is utilized during mass evacuations on major limited or controlled access highways to reduce the duration of an evacuation by opening up all lanes in one direction.

Debarkation Site: Site designated to receive transportation-assisted evacuees. Means of transportation may be by air, rail, bus, or maritime, as needed.

Declared Event: A major disaster or emergency that receives a Presidential Declaration of Major Disaster or Emergency per the Stafford Act.

Disability (Individual With): A person with a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment.

Disaster: An occurrence or imminent threat of widespread or severe damage, injury, loss of life or property that is beyond the capability of the governments within the affected area to resolve with their resources. Local Emergency Operations Centers (EOCs) are activated to carry out the functions described above. State and/or federal response assistance will be needed to resolve the situation and carry out recovery activities. One or more Disaster District EOC's and the State Operations Center (SOC) will be fully activated to respond to the disaster.

Disaster Case Management: FEMA Disaster Case Management identifies long-term disaster-caused unmet needs and assists an individual or household in developing a disaster recovery plan.

Disaster Casework: Disaster casework may be provided by various organizations and may include financial support, referrals, and resource assistance.

Disaster Recovery Center (DRC): A readily accessible facility or mobile office where applicants may go for information about FEMA or other disaster assistance programs or for questions related to their case. Some of the services that a DRC may provide include:
- Guidance regarding disaster recovery
- Clarification of any written correspondence received
- Housing Assistance and Rental Resource information
- Answers to questions, resolutions to problems, and referrals to agencies that may provide further assistance
- Status of applications being processed by FEMA
- U.S. Small Business Administration (SBA) program information if there is an SBA Representative at the DRC site
- Evacuees can also register for assistance at a DRC, online or via telephone

Displaced Person: An individual unable to return to his/her place of residence due to an emergency or major disaster.

Eligible Applicant (Individual): Any applicant who resides within an area that has received a Federal disaster declaration of emergency or major disaster, upon registration with FEMA and completion of identity verification, is determined to be eligible for FEMA Individuals and Households Program (IHP) assistance under Section 408 in accordance with the provisions (including relevant regulatory guidance) of the Stafford Act.

Embarkation Site: Intake, processing, and departure site designated for the movement of government transportation-assisted evacuees, their household pets, their luggage, and/or their durable medical equipment (DME). Embarkation transportation modes may include bus, rail, maritime, or air.

Emergency: Absent a Presidential declaration, any incident(s), natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lesson or avert the threat of a catastrophe in any part of the United States.

Emergency Management Assistance Compact (EMAC): Administered by the National Emergency Management Association (NEMA), EMAC is a congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected State can request and receive assistance from other member States quickly and efficiently, resolving two key issues up front: liability and reimbursement. All 50 States, Puerto Rico, the U.S. Virgin Islands, and the District of Columbia have ratified EMAC.

Emergency Medical Care: Medical treatment or services provided for disaster-related injuries, illnesses, and conditions requiring non-deferrable medical treatment or services.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Support Function (ESF): Under the NRF, ESFs provide the structure for coordinating Federal interagency support for a Federal response to an incident. They are mechanisms for grouping functions most frequently used to provide Federal support to States and Federal-to-Federal support, both for declared disasters and emergencies under the Stafford Act, as well as for non-Stafford Act incidents. These terms are often used by States, as well, in their emergency management and incident command structures.

Emergency Support Function (ESF) Annexes: Present the missions, policies, structures, responsibilities of Federal agencies for coordinating resource and programmatic support to States, tribes, and other Federal agencies or other jurisdictions and entities when activated to provide coordinated Federal support during an incident.

Emotional Support Animal: An animal that provides therapeutic support to an individual with an emotional disability.

ESF #6 (Mass Care, Emergency Assistance, Housing, and Human Services): Coordinates the delivery of Federal mass care, emergency assistance, housing, and human services when State, local, and tribal response and recovery needs exceed their capabilities.

- Mass Care: Includes shelter, meals, first aid, emergency supply distribution, and collecting and providing information on victims to family members.
- Emergency Assistance: Assistance required by individuals, families, and communities to ensure that immediate needs beyond the scope of traditional "mass care" services provided at the local level are addressed; including:
  o Evacuation support, including evacuee registration and tracking;

- o Family reunification;
- o Aid and services to Functional Needs populations;
- o Evacuation, sheltering, and other emergency services for household pets, emotional support animals, and service animals

> *Note: "Household Pets" is a term defined by FEMA and does not include many of what individuals will consider "companion" animals;*
> *Note: The Americans with Disabilities Act and the Fair Housing Act provide different categories and definitions of "Service Animals" and "Assistance Animals," the latter including "Emotional Assistance Animal," for which no specific definition is provided. These are discussed in the Legal Considerations section.*

- o Support to specialized shelters;
- o Support to medical shelters;
- o Nonconventional shelter management;
- o Coordination of donated goods and services; and
- o Coordination of voluntary agency assistance.
- Housing: Includes options such as rental assistance, repair, loan assistance, replacement, factory-built housing, semi-permanent and permanent construction, referrals, identification and provision of accessible housing, and access to other sources of housing assistance. This assistance is guided by the FEMA *2009 National Disaster Housing Strategy* and the FEMA *2009 National Disaster Housing Strategy Annexes*.
- Human Services: Includes the implementation of disaster assistance programs to help disaster victims recover their non-housing losses, including programs to replace destroyed personal property, and help to obtain disaster loans, food stamps, crisis counseling, disaster unemployment, disaster legal services, support and services for Functional Needs populations, and other Federal and State benefits.

ESF #8 (Public Health and Medical Services): Under the NRF ESF #8 Annex, ESF #8 provides the mechanism for coordinated Federal assistance to supplement State, local, and tribal resources in response to a public health and medical disaster, potential or actual incidents requiring a coordinated Federal response, and/or during a developing potential health and medical emergency. Public Health and Medical Services include responding to medical needs associated with mental health, behavioral health, and substance abuse considerations of incident victims and response workers. Services also cover the medical needs of members of the "at risk" or "Functional Needs" population described in the Pandemic and All-Hazards Preparedness Act and in the NRF Glossary, respectively. These include a population whose members may have medical and other Functional Needs before, during, and after an incident. Support coordination also includes National Disaster Medical System (NDMS), Federal Medical Stations (FMS), Disaster Medical Assistance Teams (DMAT), Medical Support Corps (MSC), and others. ESF #8 provides supplemental assistance to State, local, and tribal governments in the following core functional areas:

- Assessment of public health/medical needs
- Health surveillance
- Medical care personnel
- Health/medical/veterinary equipment and supplies
- Patient evacuation
- Patient care
- Safety and security of drugs, biologics, and medical devices
- Blood and blood products
- Food safety and security
- Agriculture safety and security
- All-hazard public health and medical consultation, technical assistance, and support
- Behavioral healthcare
- Public health and medical information

- Vector control
- Potable water/wastewater and solid waste disposal
- Mass fatality management, victim identification, and decontaminating remains
- Veterinary medical support

ESF #11 (**Agriculture and Natural Resources):** Under the NRF ESF #11 Annex, ESF #11 supports State, local, and tribal authorities and other Federal agency efforts to provide nutrition assistance; control and eradicate, as appropriate, any outbreak of a highly contagious or economically devastating animal/zoonotic (i.e., transmitted between animals and people) disease, or any outbreak of an economically devastating plant pest or disease; ensure the safety and security of the commercial food supply; protect natural and cultural resources and historic properties (NCH) resources; and provide for the safety and well-being of household pets during an emergency response or evacuation situation. The U.S. Department of Agriculture (USDA) is the coordinator for Federal ESF #11. It organizes and coordinates the capabilities and resources of the Federal Government to facilitate the delivery of services, technical assistance, expertise, and other support for incidents requiring a coordinated Federal response. A summary is located at: http://www.aphis.usda.gov/publications/aphis_general/content/printable_version/USDA_ESF.pdf

ESF #13 (Public Safety and Security): ESF #13 coordinates support, including, but not limited to, force and critical infrastructure protection, security planning and technical assistance, technology support, and general law enforcement assistance in both pre-incident and post-incident situations. ESF #13 is activated in situations requiring extensive public safety and security and where State, local, and tribal government resources are overwhelmed or are inadequate, or for Federal-to-Federal support or in pre-incident or post-incident situations that require protective solutions or capabilities unique to the Federal Government.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas; and their reception and care in safe areas.

Evacuation Zone: Geographic coastal areas identified by officials as at risk from coastal winds and storm surge associated with hurricanes.

Evacuees: All persons removed or moving from areas threatened or struck by a disaster.

Expedited Assistance (EA): Under FEMA's Individuals and Households Program (IHP) Other Needs Assistance (ONA), EA provides eligible applicants an expedited payment of $500 or less for serious emergency needs and necessary expenses prior to a Small Business Administration (SBA) loan determination. EA may be implemented in catastrophic disasters and when eligible applicants lack fund access for immediate needs. It requires the consent of the State. EA is provided by a mailed check or electronic funds deposit.

Federal Medical Station (FMS): A mobile 250-patient platform deployed by HHS that delivers primary healthcare services using a 100-person team, a 3-day supply of medical and pharmaceutical resources, and can sustain stable primary care-based patients. It may also provide ambulatory vaccination services and prophylactic medication administration, pre-hospital triage, and initial stabilization in a mass casualty.

Functional (Special) Needs Population: Populations whose members 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 with disabilities; who live in institutionalized settings; elderly; children; from other cultures; limited English proficiency or non-English speaking; service animal dependent; or transportation disadvantaged.

Functional Needs (from FEMA Functional Needs): Individuals and groups with additional needs related to: maintaining independence, communication, supervision, or medical care. Such individuals may have disabilities; reside in institutions; be young or elderly; be of diverse culture, have no or Limited English Proficiency, or have special transportation needs or dependency.

Functional Needs Support Services (FNSS): Services enabling people to maintain independence in general population shelters: Reasonable modification to policies, practices and procedures; Durable medical equipment; Consumable medical supplies; Personal assistance services; other needed goods and services.

Gap Analysis: Determines the ability and capacity of States and local jurisdictions to support short-term, intermediate, and long-term evacuee needs. Useful for assessing existing and planning for needed resources.

Geographic Information System (GIS): A system for capturing, storing, analyzing and managing data and associated attributes which are spatially referenced to the earth. In the strictest sense, it is a computer system capable of integrating, storing, editing, analyzing, sharing, and displaying geographically-referenced information.

General Population Shelter: A type of shelter designed to house members of the public without regard to age, gender, or health conditions.

Host County: Designated inland counties offering coordinated mass care and shelter support to evacuating coastal communities.

Host State: A State, Territory, Commonwealth, or tribe that, by agreement with another State or FEMA, provides evacuation and sheltering support to evacuated individuals.

Household Pet: A domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and can be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.

Household Pet Shelter: Any private or public facility that provides disaster-related refuge to evacuees' household pets. Examples include animal rescue shelters, humane societies, veterinary offices, boarding kennels, and breeder facilities. These shelters may be collocated, cohabitated, stand-alone, or shelter-in-place facilities pending on the event."

Hurricane Warning: A warning issued when sustained winds of 64kt (74 mph) or higher are associated with a hurricane expected in a specified coastal area within 24 hours or less.

Hurricane Watch: An announcement issued for specific coastal areas stating hurricane conditions are possible with 36 hours.

Impact-State: A State that has received a Federal emergency or major disaster declaration in response to the threat or occurrence of an incident.

Incident: An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident of National Significance: An actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term communication, recovery, and mitigation activities.

Individual Assistance (IA) – FEMA: FEMA's Individuals and Households Program (IHP) can help homeowners and renters affected by the disaster with housing needs and necessary expenses. These expenses may include disaster-related temporary housing, home repair, home replacement, permanent housing construction, and Other Needs Assistance (ONA). ONA may include medical, dental, funeral, personal property, transportation, moving and storage, and other expenses that are authorized by law. Assistance from ONA is cost-shared between FEMA (75%) and the State (25%).

Ineligible Applicant (Individual): Any applicant within an area that has received a Federal disaster declaration who, upon registration with FEMA, is determined ineligible for IHP assistance in accordance with the provisions of the Stafford Act. The applicant may receive congregate and transitional sheltering assistance (through a State) under the 403 Public Assistance (PA) program.

Interim Housing: Any facility intended to provide living accommodations for an extended period of time, including single- and multi-family homes, apartments, and manufactured homes, to evacuees from the affected area, including households with animals.

Joint Field Office (JFO): The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, local, and tribal governments and private-sector and nongovernmental organizations (NGOs) with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with National Incident Management System (NIMS) principles and is led by the Unified Coordination Group. Although the JFO uses an Incident Command System (ICS) structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

Limited English Proficiency: Persons who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter.

Local Government.

- County, municipality, parish, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government.
- Native American tribe, tribal nation, authorized tribal organization, or Alaska Native village or organization.
- Rural community, unincorporated town or village, or other public entity, for which an application for assistance could be made by a State or political subdivision of a State.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination

of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of states, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Mandatory or Directed Evacuation: This is a warning to persons within the designated area that an imminent threat to life and property exists and individuals MUST evacuate in accordance with the instructions of local officials.

Mass Care: Actions taken to protect and assistance provided to meet the basic human needs of evacuees and other disaster victims from the effects of a catastrophic event. Activities include providing shelter, food, water, ice, medical care, clothing, crisis counseling, pastoral care, and other essential life support needs to people who have been displaced from their homes because of an actual or threatened disaster.

Mass Evacuation: Movement of a large number of individuals, animals, and essential personal property from a danger area due to the threat or occurrence of an incident.

Michigan Voluntary Organizations Active in Disaster (MIVOAD): The Michigan chapter of the National Voluntary Organizations Active in Disaster (NVOAD – see definition below):
- MIVOAD fosters cooperation, communication, coordination, and collaboration among Michigan-based voluntary organizations.
- Individual organizations function independently but cooperatively in both response and recovery phases.
- MIVOAD is a clearinghouse and coordinating body for debris management services and coordinates and cooperates in the State Emergency Operations Center with other state agencies which participate in debris management.
- For smaller, more localized disasters, MIVOAD may work directly with the affected local government's Emergency Operations Center in debris management activities.

National Shelter System (NSS): An online Shelter Information Management system established by the American Red Cross for all shelter organizations used throughout the country. When activated, all shelters must report their status and populations to the National Shelter System, which can be accessed via: https://nss.communityos.org

National Response Framework (NRF): The *NRF* presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. The *NRF:*
- Establishes a comprehensive, national, all-hazards approach to domestic incident response.
- Defines the key principles, roles, and structures that organize the way we respond as a Nation.
- Describes how community, tribal, State, and Federal governments, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response.
- Identifies special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support.
- Enables first responders, decision-makers, and supporting entities to provide a unified national response.

National Voluntary Organizations Active in Disaster (NVOAD):
- A consortium of more than 30 recognized national voluntary organizations active in disaster relief which provide incident management and response effort capabilities at all levels of emergency management with emphasis on response and recovery.
- During major incidents, NVOAD sends representatives to the National Response Coordination Center to represent the voluntary organizations and assist in response coordination.

Natural Disaster: Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, or other catastrophe which causes, or which may cause, substantial damage or injury to civilian property or persons.

Nongovernmental Organization (NGO): As defined in the NRF, an NGO is an entity with an association based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency. See also Private Non-Profit Organization (PNP).

Paratransit: Transportation services and options which fall between single occupant automobiles and fixed route transit; e.g., taxis, carpools, vanpools, minibuses, jitneys, demand responsive bus services, and specialized bus services for the transportation disadvantaged.

Persons with Disabilities: The 1990 Americans with Disabilities Act (ADA) defines persons with disabilities as: having physical or mental impairments that substantially limit one or more major life activities; having a record of such impairments; or regarded as having such impairments.

Pets Evacuation and Transportation Standards Act: Amended the Stafford Act to ensure that state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

Post-Traumatic Stress Disorder (PTSD): An anxiety disorder that can occur after someone has been through a traumatic event.

Private Non-Profit Organization (PNP): The FEMA Public Assistance (PA) Program defines a private non-profit, when used in the context of emergency management, as a 501(c)(3) (IRS tax exempt) non-profit organization that either has a disaster mission in one or more phases of emergency management—preparedness, response, recovery, and/or mitigation, or is a 501(c)(3) non-profit organization drawn into disaster response and recovery coordination due to its location in a disaster-affected area. (See also Nongovernmental Organization (NGO)).

Private Sector: Organizations and entities not part of any governmental structure. The private sector includes for-profit and non-profit organizations, formal and informal structures, commerce, and industry.

Protective Action Order (PAO): An emergency action having the force of law, which is taken by the Governor to protect the health, safety, and general welfare of the public.

Public Assistance (PA) —FEMA: Host-States may receive reimbursement under Public Assistance Category B, Emergency Protective Measures with an Emergency Declaration, Disaster Declaration, or request from an Impact-State or FEMA. Emergency protective measures are actions taken by applicants before, during, and after a disaster to save lives, protect public health and safety, and prevent damage to public and private property. Emergency communications, emergency access, and emergency public transportation costs may also be eligible. Examples of eligible emergency protective measures include: warning devices (barricades, signs, and announcements); search and rescue; security forces (police and guards); construction of temporary levees; provision of shelters or emergency care; sandbagging; bracing/shoring damaged structures; provision of food, water, ice, and other essential needs; emergency repairs; emergency demolition; and removal of health and safety hazards.

Public Facility: A facility owned by a State or local government.

Re-Entry: Return of evacuees after an incident has passed and the affected area has been deemed safe by emergency officials. Re-entry usually is activated in phases to minimize confusion and traffic congestion.

Reception Processing Site (RPS): A site established as entry point into Host-State or jurisdiction to track and process government transportation-assisted evacuees; provide mass care services; assign evacuees to congregate care facilities; provide health screening; and provide for the general support of other needs; may or may not be co-located with a Debarkation Site.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Regional Response Coordination Centers (RRCCs): Multiagency coordination centers located in each FEMA region and staffed by ESFs in anticipation of or immediately following serious incidents in the region. Operating under the direction of the FEMA Regional Administrator, the RRCCs coordinate Federal regional response efforts and maintain connectivity with State EOCs, State fusion centers, Federal Executive Boards, and other Federal and State operations and coordination centers that have potential to contribute to development of situational awareness.

Response: Activities that address the short-term, direct effects of an incident; immediate actions to save lives, protect property, and meet basic human needs; execution of emergency operations plans (EOPs) and mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

Responsible Agency/Organization, Primary: The agency or organization which will lead and coordinate the preparedness for, mitigation of, response to, or recovery from a specified activity within an incident.

Responsible Agency/Organization, Secondary: An agency or organization with expertise, personnel, or equipment which can be utilized by a primary agency or organization to assist in a specified activity in the preparedness for, mitigation of, response to, or recovery from an incident.

Self-Evacuee: Individuals and/or households with the personal transportation means to evacuate from a potentially dangerous area prior to, during, or after a disaster incident.

Service Animal, ADA: A dog that is individually trained to do work or perform tasks for people with disabilities.

Service Animal, American Red Cross: For the purposes of admitting service animals to shelters, the ARC defines a service animal by the ability of the owner to answer two allowable questions:
    (1) "Is this a service animal required because of a disability?"
    (2) "What work or tasks has the animal been trained to perform?"

Shelter: Short-term lodging facilities opened for evacuees prior to, during, and after an incident. Shelters are typically places where mass care operations are conducted and are generally located away from known hazards.

Shelter-In-Place: Situation where the safest place to take refuge or cover from an actual or perceived danger is the person's current location such as their own home, business place or school.

Sign Language Interpreter: A person who has been trained to use a system of conventional symbols or gestures made with the hands and body to help people who are deaf, are hard of hearing, or have speech impairments communicate.

Special Needs Population: See "Functional Needs Population."

Spontaneous Evacuation: Residents or citizens in the threatened areas observe an emergency event or receive unofficial word of an actual or perceived threat and, without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel are unorganized and unsupervised.

Staging Area: This is a location established to enable positioning of and accounting for resources not immediately assigned. A staging area may include temporary feeding, fueling, and sanitation services as necessary.

Stafford Act: The Stafford Act constitutes the statutory authority for most Federal disaster response activities especially as they pertain to the Federal Emergency Management Agency (FEMA) and FEMA programs.
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, November 23, 1988.
- The Stafford Act renamed and amended the Disaster Relief Act of 1974, PL 93-288.
- The Stafford Act was subsequently amended by:
  o Disaster Mitigation Act of 2000, P.L. 106-390 (October 30, 2000);
  o Department of Homeland Security Appropriations Act of 2007, P.L. 109-295, October 4, 2006;
  o Pets Evacuation and Transportation Standards Act of 2006, P.L. 109-308, October 6, 2006; and
  o Security and Accountability for Every Port Act of 2006, P.L. 109-347, October 13, 2006).

Standard Operating Procedure (SOP): Reference document or operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

State: As defined by The Stafford Act, "State" means any of the United States, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Terrorism: An intentional, unlawful use of force, violence or subversion against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political, social, or religious objectives.

Transfer Point: Location where transportation-assisted evacuees are moved from one mode of transportation to another.

Transitional Shelter: Any private or public facility that, by design, provides a short-term lodging function and an increased degree of privacy over congregate shelter. Examples include hotels, motels, and cruise/berthing ships. FEMA DAP 9523.15 states, "Transitional sheltering, if authorized, will be implemented and managed directly by FEMA through a contract agent. FEMA will not reimburse State or local governments for providing transitional housing to displaced disaster victims."

Transportation-Assisted Evacuees: Individuals and their household pets or service animals requiring transportation assistance to leave a potentially dangerous or disaster-affected area and/or to comply with an evacuation order. Also may be referred to as: Transportation-Dependent Evacuees, Transportation-Dependent Population, Critical Transportation Needs Population, or Transportation-Disadvantaged Population.

Voluntary Evacuation: This is a warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future. Individuals issued this type of warning are NOT required to evacuate; however, it would be to their advantage to do so.

Voluntary Organization: An entity that accepts individuals to work in a voluntary capacity, provides community social services, and supports relief and recovery operations for those affected by an emergency or disaster. See also Private Non-Profit Organization.

Vulnerable Population: People who cannot comfortably or safely access and use the standard resources offered in disaster preparedness, relief and recovery. They may include people with sensory impairments; cognitive disorders; mobility limitations; Limited English Proficiency or non-English speaking; as well as people who are geographically or culturally isolated, medically or chemically dependent, or homeless.

Welcome Center/Information Point: Located on or near main evacuation routes, interstate highways, and State lines; may provide self-evacuees with maps and information on congregate care facilities and refueling site locations.

Weapon of Mass Destruction (WMD) or Chemical, Biological, Radiological, Nuclear, Enhanced Incendiary Device (CBRNE): Title 18, USC §2332a:
- Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device;
- Any weapon designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors;
- Any weapon involving a disease organism; or
- Any weapon designed to release radiation or radioactivity at a level dangerous to human life.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.

SITUATIONS AND ASSUMPTIONS

Initiating Disaster Conditions - (Jurisdiction Name) Disaster Triggers

The disasters causing widespread and severe damage or contamination to residential structures are most likely to require evacuation or mass care operations. Displacement is adequately addressed in most situations by local systems and procedures specified in the **(Jurisdiction Name)** Emergency Operations Plan. As incidents escalate, **(Jurisdiction Name)** capabilities may be overwhelmed, and state support may be necessary. In the **(Jurisdiction Name)** evacuation and mass care operations and calls for State assistance are likely triggered by disasters including but not limited to:

- Electrical Power Failures
- Severe Storms, Snowstorms, Lake Effect Snows, Blizzards, etc.
- Tornadoes
- Floods
- Forest Fires
- Hazardous Materials Incidents
- Terrorism
- Nuclear Power Plant Accidents
- Hurricanes, Earthquakes or catastrophes in other states resulting in hosting of refugees from those disasters; and
- *Customize this list with local circumstances. (e.g., floodplain development; urban-rural-wild interface; land use patterns; topography; etc.).*

Planning Assumptions

Assumptions help anticipate the nature, scope, magnitude, duration, and expectations of evacuation and mass care services. In addition to the following general assumptions, each evacuation or mass care function has its own assumptions listed at the beginning of its section.

Authority
- The Governor of the State of Michigan has sole, clear authority to direct and compel evacuation in Michigan per 1976 PA390, as amended, MCL 30.410.

- The **(Jurisdiction Name),** with appropriate State agency support, is primarily responsible for planning, initiating, coordinating, and implementing evacuation, unless directed and compelled by the Governor under 1976 PA 390.

- Prior to or in the absence of a Governor's Protective Action Order, there are broad general powers given in section 10 of PA 390 to counties and municipalities that have appointed an emergency management coordinator, including the authority to "provide for the health and safety of persons and property" and to "direct and coordinate local multi-agency response to emergencies." Unlike a governor's order, an order from a local official would generally not have the force of law. However, the power of a fire marshal or fire chief found in MCL 29.7a, is very broad and includes the power to "take all necessary steps" to protect persons and property in an emergency. MCL 750.81d provides the force of law to support the fire marshal or fire chief's order.

Preparedness

- Effective evacuation and mass care planning at the **(Jurisdiction Name)** and state levels results in expedient, organized, coordinated, and effective disaster relief efforts.

- The **(Jurisdiction Name)** emergency management program will plan evacuation and mass care operations and initiate actions as required.

- Evacuation and mass care procedures are integrated or incorporated by reference in the **(Jurisdiction Name)** Emergency Operations Plan.

- Affected individuals and emergency officials will encounter extreme ranges of emotions.

- "No-notice" incidents will occur resulting in emergency evacuations; therefore, pre-incident planning and development of materials is essential.

- A marginal number of people will willingly evacuate the at-risk and surrounding areas upon the initial public announcement.

- The majority of those choosing to leave early will shelter with family and friends or in hotels.

Organization

- Evacuation and mass care require united efforts by **(Jurisdiction Name)**, state and federal agencies, ARC, other NGOs, the private sector, and the general public.

- Evacuation and mass care protect public health, safety, and welfare and are a higher priority than property protection or facilitating commerce.

- Evacuation and mass care are implemented according to federal, state, and **(Jurisdiction Name)** laws outside unavoidable situational circumstances.

Public Information

- Public information is critical in evacuation and mass care must be clear, timely, accurate, comprehensive, and authenticated.

- Public information will be broadcast by all means including broadcast, telephony, print, internet; social networks, institutions, organizations, and door-to-door.

- Given adequate notice, the general population will take reasonable steps to provide for their survival and sustenance for up to 72-hours post-incident.

- Some individuals maintain survival supplies for a 72 hour post- incident period, but the majority will require assistance for day-to-day needs beyond 72 hours.

Duration

- Any disaster could last an extended period of time affecting mass care resources.

- Different shelter levels (e.g., Refuge of Last Resort, Host Shelter) will be established prior to an incident by the **(Jurisdiction Name)** assisted by the ARC.

- The ARC is responsible to activate appropriate shelters during the emergency.

- Each facility has its own regulations for facility conditions (e.g., duration of shelter activation, capacity, and needed resources).

- Evacuation and mass care normally commence once incident conditions are known and the need becomes apparent.

- Evacuation and mass care typically begin before many other response operations are complete.

- Evacuation and mass care vary in duration depending on incident complexity. Some end quickly and others transition to long-term assimilation.

- The **(Jurisdiction Name)** plans for evacuation and mass care and establishes procedures in the Emergency Operations Plan or a stand-alone plan.

- Communities surrounding **(Jurisdiction Name)** will establish facilities and support for evacuees for significant durations of time if needed.

- Disasters vary in degree – some occur regularly and allow sufficient preparation; others occur randomly or suddenly, prohibiting sufficient warning.

- Evacuation and mass care must be expected in all scenarios because disasters can strike at any time and in any given weather.

- Traffic congestion and issues of civil confusion are anticipated by the **(Jurisdiction Name)**.

Animals

- Per 2010 U.S. Census Report, 60% of the U.S. population owns pets. In Hurricane Katrina and other studies tracking disasters, 60% of the pet owning population will not evacuate without their pet even when faced with imminent danger. Of the 40% of the pet owning population that do evacuate, 60% of these may try to go back into an unsafe area to retrieve their pet. Many of these people did not understand the evacuation order or did not understand the length of time they would be leaving their pet behind.

  Note: The 2012 Edition of the American Veterinary Medical Association "U.S. Pet Ownership and Demographic Sourcebook" is available and may provide additional information.

- Refer to the MEMP Animal Care Support Plan.

- Given adequate notice of impending or imminent disaster, animal and livestock owners will take reasonable steps to provide shelter, care and control.

- People with pets will need additional evacuation, transportation and shelter coordination and assistance.

- Livestock owners may require assistance to evacuate and shelter livestock, especially those lacking specialized transport equipment.

- Public information associated with evacuation, transportation, decontamination, and mass care operations will include information for pets.

Transportation

- MDOT and MSP direct evacuations on Trunklines and Interstate Highways, including closures, and alterations such as contra-flow.

- Military use of interstate highways for national defense or other federally-authorized purposes takes precedence over all other highway uses, including civilian evacuation operations, with the exception of life safety actions conducted by authorized emergency response personnel.

- Segments of the affected population will spontaneously evacuate to places of their own choice; e.g., family, friends, hotel, vacation, etc.; prior to a formal, government recommended or mandated evacuation.

  Note: Reimbursements from FEMA may be affected by the choices made. Early communication with FEMA on available options and public communication is crucial.

- Gasoline stations will remain operational throughout the evacuation process to provide evacuees with fuel and other support services as long as supply lasts. Disruption or unrest may occur as evacuees attempt to fill their vehicles or run out of fuel while evacuating.

- Towing services will be provided by local services which may be impacted by the event.

- Public agencies or private contractors will move disabled vehicles out of traffic lanes as quickly as possible, including those in fatal accidents.

- Evacuation will be staged to facilitate evacuee movement out of the affected area and minimize traffic congestion as much as possible.

- Evacuees arriving by mass transit will depend on public transit while sheltering in **(Jurisdiction Name)**.

- Local or out-of-area evacuees who arrive by personal vehicle will continue to use those vehicles while sheltered in **(Jurisdiction Name)**.

State and Federal Assistance

- State support requested for evacuation operations may include technical assistance in route selection and traffic loads, real-time traffic monitoring and messaging, access control staffing and barricading, evacuation route security, removal of traffic impediments, identification of supplemental transportation resources, evacuation route maintenance, and coordination of federal agencies involved in evacuation operations.

- When **(Jurisdiction Name)**, mutual aid, ARC, regional, NGO, and private sector resources are overwhelmed and the supplemental assistance need is substantiated, State and Federal support of evacuation and mass care operations will be provided.

- Officials will direct evacuees to locally established and managed shelters. State-owned facilities will be used only as back-up when local capacity is exceeded.

Long-Term Evacuee Assimilation.

- Mass evacuation operations involving residents from other states will normally be accompanied by a federal declaration under the Stafford Act, and many of the immediate recovery phase costs to the **(Jurisdiction Name)** associated with the evacuee assimilation process will be paid by the federal government under Stafford Act or other appropriate authorities. Some longer-term costs will likely be borne by local jurisdictions and the State.

- During federally- or state-facilitated mass evacuations, the **(Jurisdiction Name)** will accept evacuees up to our capacity and ability to accommodate. Attempting to assimilate too large a number of evacuees would create logistical and financial burdens that the **(Jurisdiction Name)** could not afford to bear. The **(Jurisdiction Name)** will seek every justifiable reimbursement that should be paid by the federal government or impacted jurisdictions.

- Most out-of-state evacuees will return to their home state but some will establish permanent Michigan residency. While the percentage of evacuees who become permanent residents is uncertain, evacuees becoming Michiganders will be welcomed as would any newcomer.

- Evacuee assimilation activities may last as short as several days or as long as several months.

- Many evacuees will need immediate and ongoing physical and mental health care. Associated costs will be borne by either the federal government [initially], the impacted state[s] under the EMAC or separate agreement, or by private health insurance. The **(Jurisdiction Name)** will be reimbursed by the responsible third parties for evacuee health care provided while they are sheltered in the community.

- The State of Michigan will be responsible for registering out-of-state evacuees officially designated to the State by the federal government and/or the incident-impacted state(s) for the purposes of providing assistance and maintaining security at temporary shelter facilities. (Clarification Note: The State is not responsible for tracking or monitoring the whereabouts of registered evacuees once they leave the controlled confines of shelter facilities of their own volition. The exception to this would be minor children temporarily separated from their family or orphaned due to incident conditions. These children will be placed in temporary custody of the State per standard Michigan Department of Human Services procedure.)

- Evacuees from incident-impacted states brought to Michigan by third parties (e.g., private citizens, relief organizations, etc.) and not officially sanctioned by the State of Michigan will remain the responsibility of the third party for the purpose of providing initial (first 72 hours in the state) support services such as shelter, food, clothing and other basic sustenance. (Clarification Note: "Unofficial" evacuees will be transitioned to State support, to the extent available resources allow, once officially sanctioned evacuees are processed. The State of Michigan is not responsible for tracking or monitoring the whereabouts or activities of out-of-state evacuees – whether "official" or "unofficial" in status.)

- Intrastate evacuations (i.e., evacuating residents between Michigan jurisdictions) will not require an extensive evacuee assimilation process.
  Clarification Note: State department / agency support will still likely be required to aid in locating temporary housing, finding employment, amending state program registrations [if movement from one county to another occurred], and obtaining food and other basic sustenance.

THIS PAGE INTENTIONALLY LEFT BLANK.

OPERATIONS AND ORGANIZATION

The following organizational and operational procedures apply to all evacuation and mass care operations, regardless of initiating condition:

Activation and Mobilization Procedures.

Damage and Needs Assessments. The **(Name of Jurisdiction Emergency Operations Plan)** and MSP/EMHSD Publication 901 – "Damage Assessment Handbook," describe the damage assessment system used by **(Jurisdiction Name)**. That system helps determine the extent of loss or harm from disasters. Part of the analysis that occurs during the process of collecting and compiling the damage assessment data involves identifying the status of public infrastructure (i.e. roads, bridges, utilities) that is critical to evacuation routes and shelter facilities that may have been affected by the disaster and the anticipated needs of the jurisdiction with regard to evacuation and mass care operations. This "needs assessment" component is crucial to facilitate organized action among the agencies and other resources identified in this Plan.

Once evacuation and mass care support needs are identified, the Incident Commander will confer with the Emergency Manager and **(Chief Elected Official)** and State EM Representatives, and a decision will be made whether to activate resources and implement actions as part of the incident response.

When resources and actions are committed, the Operations Chief will work with the Incident Commander, Planning Section Chief, and appropriate agencies to determine the nature, extent, and anticipated duration of support services to be provided. This enables mobilization of support service staff and resources necessary to fulfill their missions.

If the damage and needs assessment process reveals that evacuation and mass care are necessary, the Emergency Manager and Incident Commander must determine if state involvement is required. That information must be submitted to the MSP/EMHSD in accordance with the process outlined in MSP/EMHSD Publication 901. Supplemental Assistance is requested by submitting assessment data to the SEOC in MI CIMS, or through other approved means.

Assessment Procedures. Evacuation and mass care support resources shall continuously assess their support operations status and report to the EOC via MI CIMS and other appropriate means. Each involved agency and organization will update their MI CIMS "Activity Logs" and "Local Significant Events." Periodic updates will be made to that report as evacuation and mass care support operations progress. Costs of providing support will be tallied under the "Public Assistance Damages – Category B: Emergency Protective Measures" section of the report.

The **(Jurisdiction Name)** will apprise SEOC staff of the evacuation and mass care support assistance being provided under this Plan.

Logistics Support / Resource Requirements for Plan Implementation.

The EOC Operations and Logistics Sections support the implementation of this plan. Involved departments, agencies and organizations provide personnel, facilities, technical expertise, equipment, materials and financial resources needed to implement their assigned tasks, as prescribed in this plan and other **(Name of Jurisdiction Emergency Operations Plan)** sections and as dictated by incident circumstances. Required resources will come from existing stockpiles or capabilities or will be procured by the department, agency or organization to meet incident requirements.

The **(Jurisdiction Name)** or State may seek donations of goods and services required to provide needed assistance. In extreme circumstances, the Governor has the authority under 1976 PA 390, as amended, MCL 30.405 to "commandeer" private property subject to appropriate compensation.

The Emergency Manager will coordinate with MSP/EMHSD to obtain necessary supplemental assistance through a supplemental appropriations request which may be submitted to the Michigan Legislature by the MDTMB, from other states under the national EMAC or other aid-providing organizations for assistance under separate aid agreements, and under the NRF, the Stafford Act, or other mechanisms through FEMA and other federal agencies. Federal financial or material support will be managed at the state level.

Resource Requests.

Apart from the initial damage assessment / needs assessment process described above, the **(Jurisdiction Name)** will also use the MI CIMS throughout the incident response and recovery phases to notify the MSP/EMHSD of evacuation and mass care resource requirements. Within the MI CIMS menu the "Resource Request/Task Assignment" board is used to request specific resources.

Note: Normally, such resource requests are made only when the requested resource is not available locally or regionally through existing mutual aid / assistance agreements. In some cases, the MI CIMS Resource Request will be filled by a state agency using existing resources or perhaps by a federal agency involved under a federal Stafford Act declaration or under its own enabling authorities. In other cases, the resource request may be filled through disaster donations or through the nationwide EMAC. The MSP/EMHSD will work with other SEOC staff to determine how best to fill the resource request for evacuation or mass care assistance.

Roles and Responsibilities

Roles and responsibilities are defined in detail in the respective sections dealing with: Evacuation, Mass Care, Safety and Security, Re-Entry, and Assimilation. The roles and responsibilities listed in this section are more general in nature and would govern the respective role in any phase of an evacuation or mass care operation.

Emergency Manager. The **(Jurisdiction Name)** Emergency Manager (EM) oversees evacuation and mass care operations. The EM will act as the main link between **(Jurisdiction Name)**, surrounding jurisdictions, and the state. Other general EM responsibilities include, but are not limited to:

1) Maintaining the Contact List of Emergency Contacts found in Attachment 1;
2) Establish and activate the EOC and other emergency facilities necessary to effectively manage the emergency situation;
3) Identify task assignments and match qualified personnel to those assignments. A listing is provided in Attachment 3.
4) Identify and secure approval of facilities necessary to the operation such as Comfort Stations, Resource Staging Areas, Animal Care Shelters, etc.; and
5) Mobilize personnel to staff EOC positions and provide direct assistance to at-risk and evacuated areas.

Public Information Officer / Public Information Personnel. The **(Jurisdiction Name)** Public Information Officer (PIO) and Joint Information Center (JIC) must review and make necessary revisions to pre-scripted public information press release found in the Attachments section of this handbook. These templates intend to be a basic starting point for a comprehensive public information campaign. Sample Public Information Materials are included as Attachment 4.

Human Services Personnel. Human Services personnel will focus much of their effort towards the mass care aspect of the operation, including but not limited to:
1) Providing resources for shelters including food, water, ice, clothing, etc.; and
2) Identification and provision of support services to individuals with Functional Needs.

Nongovernmental Relief Organizations. (NGOs) A number of NGOs are active in evacuation and mass care operations, including primarily the American Red Cross (ARC), Michigan Voluntary Organizations Active in Disaster (MIVOAD), and Salvation Army (SA). These organizations provide excellent mass care management capabilities and assisting with:
1) Providing resources for evacuees such as food, water, ice, clothing, transportation, medical resources, etc.;
2) Staffing evacuation and mass care facilities such as Resource Staging Areas, Comfort Stations, Functional Needs Support Services (FNSS), etc.); and
3) Assisting long-term evacuees assimilate to Michigan.

Medical Care and Public Health. Medical Care / Public Health Personnel play a critical role after a catastrophe that includes evacuation and mass care with tasks including but not limited to:
1) Establishing triage stations along evacuation routes and at mass care facilities;
2) Providing emergency resources to the public; and
3) Responding to any safety-related issues that may occur such as food and water safety or disposal of contaminated resources.

Animal Care Support. The County Animal Response Team (CART) will mobilize to address animal care and support issues, including but not limited to:
1) Work with local/state emergency management on animal evacuation, transportation, decontamination, and mass care operations;
2) Provide technical expertise and temporary staffing and supplies for animal care shelters.
Note: The Emergency Manager may request the Michigan State Animal Support Team (MI-SART) and Michigan Veterinary Corps (MVC) as well.

Law Enforcement. Law enforcement personnel are deployed to assist with evacuation and mass care operations including but not limited to:
1) Facilitating steady traffic flow;
2) Investigating and clearing accident scenes; and
3) Controlling access and providing security.

Public Works and Road Maintenance. Public works and road maintenance personnel are among the first to respond to disasters and emergencies to check on the status of roads, bridges, utilities, and other public infrastructure. Initial debris removal efforts are part of that first response and should be directed toward:
1) Clearing roads of debris to provide access for emergency vehicles and first responders;
2) Ensuring evacuation routes are debris-free and safe for traveling evacuees; and
3) Removing debris that presents immediate threats to public health and safety.

Traffic Engineering. Traffic engineering plays an essential role to evacuation procedures, including but not limited to:
1) Analyzing and identifying the most appropriate evacuation routes;
2) Implementing short and long-term solutions to reduce evacuation route congestion;
3) Planning and implementing procedures to assure fuel availability on evacuation routes;
4) Assigning locations for comfort stations along evacuation routes; and
5) Assisting the ARC with the location of shelters with adequate access to roads and transit services.

Public Transportation. Public transportation may be contracted to transport evacuees who are without a means of transportation and Functional Needs individuals away from the areas at-risk.

Mutual Aid. The **(Jurisdiction Name)** has established mutual aid agreements with **(mutual aid partners)** to provide equipment, material, and personnel for evacuation and mass care operations during disasters and emergencies. In addition, the **(Jurisdiction Name)** is signatory to the Michigan Emergency Management Assistance Compact (MEMAC), which provides an organized mechanism for securing needed assistance from other non-neighboring Michigan jurisdictions during large-scale / catastrophic disasters. This is particularly important for evacuation and mass care purposes, as the capability to manage large evacuation and mass care operations can be quickly overwhelmed. These agreements stipulate reciprocal services and/or set labor and equipment rates. In order for emergency assistance provided under a mutual aid agreement to be eligible for reimbursement by FEMA, the agreement must be in writing and in place before the incident occurs. Additional requirements for FEMA eligibility include:

- The assistance should be directly related to the disaster and meet other FEMA eligibility requirements;
- The mutual aid agreement should not be contingent upon federal funding or a declaration of major disaster by the federal government;
- The eligible applicant receiving aid must request the grant from FEMA. The entity providing aid may not apply for a grant directly; and
- The applicant must be able to provide documentation that aid was requested, that aid was received and costs were incurred by the entity providing aid.

The EM determines if and when to activate mutual aid for the purpose of acquiring supplemental evacuation and mass care assistance for **(Jurisdiction Name)**.

EMAC Assistance. All assistance requested under the EMAC must go through MSP/EMHSD – the steward agency for the EMAC within the State of Michigan. Based on identified evacuation and mass care needs, the MSP/EMHSD will request the assistance. Assistance for evacuation and mass care purposes under the EMAC includes but is not limited to:

1) Transporting evacuees;
2) Providing food, clothing, housing, and medical care;
3) Providing technical assistance with specific aspects of the operation; or
4) Any combination of these forms of assistance.

Note: The State of Michigan can either accept or decline the assistance proposals provided by other states, depending on such factors such as cost, timing of assistance, logistical requirements of the providing entity, etc. All assistance provided under the EMAC is coordinated through the SEOC by the MSP/EMHSD.

Evacuation and Mass Care System.

The **(Jurisdiction Name)** evacuation and mass care system is the collection of personnel, facilities, technical expertise, and material resources which are designated for use in the implementation of an evacuation in the event of a disaster and mass care for evacuees and consists of:

1) The EOC;
2) Shelters, Resource Staging Areas, Comfort Stations, Transportation Boarding Sites, and related support facilities; and
3) Available material resources and expertise of the **(Jurisdiction Name)** that can be devoted to evacuation and mass care operations.

Lead Agency. The **(Name of Jurisdiction Emergency Operations Plan)** designates the **(Implementing Agency)** as the lead agency for coordinating evacuation and mass care system operations. The Emergency Manager directs the **(Implementing Agency)** within the

(Jurisdiction Name) EOC and works with designated public and nongovernmental support agencies and organizations to fulfill this responsibility. The Emergency Manager coordinates with the MSP/EMHSD at the state level which provides assistance as requested to the EM to address all aspects of the evacuation and mass care operations affecting the **(Jurisdiction Name)**.

Support Agencies / Organizations for Evacuation and Mass Care Operations. The following consists of appropriate representatives of local agencies, state support agencies, nongovernmental organizations, and tribal governments (as appropriate):

- American Red Cross
- Salvation Army
- Michigan Citizen Corps
- Michigan Voluntary Organizations Active in Disaster
- CART
- MI-SART
- Department of Human Services
- Department of Community Health
- Office of Services to the Aging
- Department of Military and Veterans Affairs
- Department of Transportation
- *Note: customize this list as appropriate.*

Evacuation and Mass Care Function within the EOC.

Administratively, the evacuation and mass care function is placed under the Operations Section within the EOC and is under the command of the EOC Operations Section Chief. The system will also be supported by the EOC Planning Section which has responsibilities related to the initial assessment and estimation of need for evacuation and mass care management, and for the collection and compilation of operational data related to evacuation and mass care management. In addition, the EOC Finance / Administrative Section is responsible for tracking costs related to the evacuation and mass care operation, with the support and assistance of the other involved sections.

Evacuation and Mass Care Support Facilities.

The following facilities may be established to directly support evacuation and mass care operations and are described in more detail in the sections pertaining to specific phases of the evacuation and mass care operations:

- Mass Care Shelters – established by the American Red Cross or the **(Jurisdiction Name)**;
- Specialized Medical Shelters – established by the **(Jurisdiction Name)**, or the MDCH
- Reception / Decontamination Centers – established by the **(Jurisdiction Name)** and/or the MSP/EMHSD;
- Animal Care Shelters – established by the **(Jurisdiction Name)** and/or MI-SART or an NGO under MDARD authority;
- Comfort Stations – established by the **(Jurisdiction Name)** or MDOT;
- Fueling Stations for Emergency Vehicles – established by the **(Jurisdiction Name)**, MDOT, or MPSC;
- Transportation Boarding Sites – established by the **(Jurisdiction Name)** or MDOT; and

The following is a summary of the requirements and functions of support facilities which may be needed for any phase of the evacuation and mass care operation.

Resource Staging Areas.

Resource staging areas can be any available, large outdoor area (ideally 1-25 acres in size, with fencing or other security provisions) with sufficient area to temporarily park vehicles, equipment, and personnel that are ready for deployment to the affected area to aid in the evacuation and mass care operations. Resource staging areas should have adequate parking spaces for a large number of workers at any time, and (ideally) covered spaces (e.g., permanent building, tent) to shelter workers and equipment from the weather and provide a measure of security. Resource staging areas should also have provisions in place for temporarily lodging, feeding, and caring for workers and for addressing their basic sanitation concerns (i.e., port-a-johns, portable showers, and hand washing facilities). Either a permanent building, tent space on the grounds, or a combination of both may meet the lodging requirements. (An alternative is to provide shuttle service for workers to and from local motels and hotels, or a nearby Base / Camp set up to provide for the lodging, food, water, and sanitation needs of personnel. See description below.) Possible locations for use as a Resource Staging Areas include vacant commercial lots, nongovernmental organization warehouse facilities, governmental warehouse facilities, armories, county fairgrounds, highway / public works maintenance garages, airports, parks and recreation areas, or possibly shopping center parking lots (providing there is expressed written permission from the owner).

> *Note: Include an Attachment listing and mapping possible Resource Staging Area locations throughout the community.*

Logistics Management Center in EOC.

The EOC Logistics Management Center is responsible for establishing and maintaining any facilities designated for evacuation and mass care activities. This includes providing food, office supplies, communication devices, equipment, personnel, and any other necessary supplies. The Logistics Management Center provides administrative staff to coordinate these and other required functions.

Weapons of Mass Destruction Attack Considerations.

In the event that a harmful substance (i.e., chemical, biological, radiological, nuclear) is released or is threatened to be released, decisions need to be made quickly regarding how to protect the public from exposure and contamination. Several factors will be considered during the decision-making period, including the nature and characteristics of the harmful substance, weather conditions, population density, and location. These will vastly affect the outcome of whether a successful evacuation can be implemented for the affected population from the at-risk area or whether a sheltering-in-place strategy would be the more efficient method to protect the public. Decisions made to evacuate should only be put into action if there is time to achieve a successful evacuation before any hazard arrives with the potential of contamination. **(Jurisdiction Name)** law enforcement will have a key role during the decision-making process and will also be essential to enforcing the decision made, whether it may be mandatory evacuation or sheltering-in-place. Attachment 4: Evacuation and Sheltering-in-Place Decision Factors can assist in the process.

Animal care in a WMD situation will require considerable coordination among **(Name of Jurisdiction)** emergency management and state agencies as. Livestock / food animals may need to be sheltered-in-place and serviced regularly, e.g., dairy cows, as conditions allow. Animal decontamination and any quarantines issues by MDARD and the Governor will need to be announced and coordinated with agricultural / animal control personnel and volunteers.

Evacuation and Mass Care Operations in Presidentially-Declared Incidents.

Disasters that result in an emergency declaration under the Stafford Act may include evacuation and mass care assistance. Federal assistance with evacuation and mass care activities can be provided through:
1) Direct assistance provided by DHS and FEMA (via mission assignment under the NRF or the agency's own enabling legislation);
2) Direct assistance provided by NGOs such as the American Red Cross;
3) The federal Homeland Security Grant Program (HSGP);
4) Evacuation planning technical assistance by DHS; or
5) The federal Public Assistance Grant Program (PAGP) under Category B (Emergency Protective Measures).

These forms of assistance must be specifically requested in the Governor's declaration request letter, which will be based in part on the evacuation and mass care needs assessment information provided by the **(Jurisdiction Name)** and other affected local jurisdictions. The **(Jurisdiction Name)** coordinates with the SEOC to request and coordinate such federal assistance. However, MSP/EMHSD and FEMA may merge mass care management functions with the FEMA PAGP element during federally-declared incidents that involve extensive or long-term mass care operations. In those cases, the mass care management function may shift primarily to the established Joint Field Office (JFO) or other related agency facilities.

Activating the FEMA PAGP element for mass care can release federal, NGO, and private assets such as facilities, equipment, personnel, food, water, and medical resources. In accordance with ESF #6 – the Mass Evacuation Incident Annex to the National Response Framework, the federal role in evacuation and mass care operations is to assist in "provide sheltering/housing, feeding, bulk distribution of essential items, and family reunification support and resources to individuals and households that do not have the personal resources, or access to personal resources, to meet these needs…" Federal support is coordinated by FEMA (the primary agency for assistance under the PAGP) and DHS (the primary agency for assistance under ESF #6). In addition to these two agencies, federal evacuation and mass care operations assistance may also be provided by a number of other federal support agencies under ESF #6, including:

- Department of Agriculture (USDA) – provides staff and support for identifying housing for evacuees;

- Department of Commerce (DOC) – supports the Emergency Alert System and disseminates critical pre- and post-event information over the all-hazards NOAA Weather Radio system, the NOAA Weather Wire Service, and the Emergency Managers Weather Information Network;

- Department of Defense (DOD) – provides evacuation support for patient movement, under the NDMS as-requested and as-available;

- Department of Energy (DOE) – coordination and resources for emergency vehicle and evacuation route fuelling provisions;

- Department of Health and Human Services (HHS) – provides Functional Needs and medical shelter location information, and staff at staging areas and pickup points to provide minor medical and mental health services;

- Department of Justice (DOJ) – supports security assessments of transportation facilities, site security for evacuation locations, traffic control and security, screening for weapons, force protection, general planning and technical assistance, crowd control at staging areas, pick up points, and onboard evacuation vehicles, public safety and security assessments, access control and other security requirements

- Department of Transportation (DOT) – monitors and reports damage to the transportation system and infrastructure;

- Department of Veterans Affairs (DVA) – designates and deploys available medical, surgical, mental health, and other health service support assets;

- General Services Administration (GSA) – contracts telecommunications support;

- American Red Cross (ARC) – provides evacuation shelter, shelter staff, supplies, and resources at mass care facilities as well as family reception and reunification centers (Safe and Well);

- National Voluntary Organizations Active in Disaster (NVOAD) – Coordinates with MIVOAD and **(Jurisdiction Name)** counterparts; and

- Corporation for National and Community Service (CNS) – makes volunteer workers available to support evacuation and mass care activities.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

Joint Field Office Organization (JFO).

The MEMP prescribes an organizational structure in the JFO which fully utilizes federal disaster assistance provided by the Stafford Act. This organizational structure is depicted in Figure 1.

Figure 1: Joint Field Office (JFO)
Organization Structure

```
                          ┌─────────────────────────────┐
                          │ State Coordinating Officer   │
                          │ (SCO) Governor's Authorized  │
                          │ Representative (GAR)          │
                          └──────────────┬───────────────┘
                                         │      ┌──────────────────────────┐
                                         │      │ Support Elements:        │
                                         ├──────┤ Administrative Assistant;│
                                         │      │ Secretary; Public        │
                                         │      │ Information Officer (PIO) │
                                         │      └──────────────────────────┘
```

State Individual Assistance Officer	State Public Assistance Officer	State Hazard Mitigation Officer	State Financial Management Officer
Individual and Households Program Liaison	Data and Computer Manager	PAGP Mitigation Review Element	Support Elements (as required by incident)
State Disaster Donations Management Team / Center	Eligibility Review Manager	Mitigation Strategy Development Element	
Disaster Application / Recovery Center Manager	Technical Assistance Liaison	Technical Assistance Liaison	
MIVOAD Liaison	Project Formulation Element -- Technical Assistance	HMGP Project Formulation Element	
American Red Cross Liaison	**(Jurisdiction Name)** Emergency Manager		
Traffic Engineering			
Public / Animal Transportation			

Most of these positions are not directly related to evacuation and mass care, but rather to other assistance programs. In this basic organizational structure, the State Public Assistance Officer (SPAO) plays an active evacuation and mass care management role, supported by the State Individual Assistance Officer (SIAO) who handles mass care operations. The PIO, Administrative Assistants, and clerical staff will support evacuation and mass care operations. The State Coordinating Officer (SCO) ensures that the disaster response and recovery effort is proceeding

forward and that all necessary resources are mobilized and operational. The State Financial Management Officer (SFMO) tracks and compiles evacuation and mass care and other disaster operations costs.

As indicated previously, during federally-declared incidents involving extensive and potentially long-term mass care management, the evacuation and mass care function may be merged (at the discretion of the MSP/EMHSD and FEMA) with the FEMA PAGP element at the established JFO. Relocation to the JFO, coupled with the federal support dedicated to evacuation and mass care, will provide sufficient staffing to adequately address the evacuation and mass care function in incidents that involve <u>extensive and potentially long-term</u> mass care management.

As required by situational circumstances, the **(Jurisdiction Name)** Emergency Manager will provide liaison at the JFO and will work closely with the SPAO on all issues related to evacuation and mass care under the federal PAGP. This liaison position remains active as long as necessary to adequately address the evacuation and mass care issues and concerns for the **(Jurisdiction Name)**. When the JFO closes, the **(Jurisdiction Name)** continues to coordinate activities with federal and state officials until the evacuation and mass care operation is closed out.

Emergency Communications Plan.

Field communications between **(Jurisdiction Name)** personnel and support agencies and organizations will occur primarily via telephone (land line and cellular) and 800 MHz radios. Amateur radio will be used as a backup system if the above means are impossible due to the nature of the disaster or emergency. Communication of assessment information, protective action recommendations, and other pertinent information will occur primarily via the MI CIMS, with backup provided by facsimile or telephone.

The **(Jurisdiction Name)** Emergency Manager will work with the Operations and Logistics Section Chiefs and involved agencies and organizations to develop an incident-specific communications plan for personnel and facilities involved in the evacuation and mass care operation. At a minimum, this plan will address the following issues and considerations:

- The type(s) of communications methods that will be used in the operation, and for what purposes;
- Communications equipment assigned to personnel;
- Frequencies, channels, and use protocols for 800 MHz radio communications;
- Repair or replacement of damaged, inoperable, missing or stolen communications equipment; and
- Reporting formats, times, and intervals for status updates and coordination calls.

If possible, standard Incident Command System reports found in MI CIMS will be used to record part of this information – specifically report ICS 205-OS (Incident Radio Communications Plan) and ICS 205a-OS (Communications List). The remainder of the plan will be in narrative or tabular format. The completed plan will be posted in the MI CIMS File Library and be available to all involved parties at any time.

Public Information Plan.

Timely, accurate, and complete information regarding evacuation and mass care issues is essential for successful evacuation and mass care operations. Pre-scripted press releases are provided in the appendices for rapid tailoring and release.

*Note: Although most public information releases will be issued through the **(Jurisdiction Name)**, the SEOC and its resources can be consulted to assure unified messaging and factually correct information.*

Emergency Alert System: The state and eight regions maintain Emergency Alert System Plans. The Emergency Manager will consult the Plan and local broadcasters to fully implement this plan.

Limited English Proficiency: The **(Jurisdiction Name)** will coordinate with other local agencies and the District Coordinator to prepare a Limited English Proficiency Plan to guide workers engaged in evacuation and mass care activities. The plan should provide:
- Identification of employees/first responders who are able to speak multiple languages;
- I-Speak cards, provided as Attachment 14, for first responders (trauma victims, evacuees); and
- Maps of communities with concentrations of LEP persons (pre-disaster planning);

The **(Jurisdiction Name)** Public Information Officer (PIO) will work with the **(Jurisdiction Name)** Emergency Manager to develop an incident-specific public information plan. The plan will include the parameters, rules, and guidelines for disseminating evacuation and mass care support information to the public. The plan will help to quell rumors and misinformation and ensure that operations run smoothly. At a minimum, this plan will address the following issues and considerations:
- Appropriate information regarding the size and general nature of the incident-impacted population;
- Specific evacuation logistical and resource information;
- Specific mass care and assistance information, including general population, Functional Needs, and animal care resources;
- Multi-lingual or Limited English Proficiency provisions for the affected population;
- Methods of information dissemination, such as electronic and print media, social networking, flyers and door-to-door campaigns, Functional Needs organizations, United Way 211 system, etc.;
- FEMA resources and apps at www.fema.gov;
- American Red Cross resources and apps at www.redcross.org; and
- Resources for public questions and concerns, such as 211, government or incident related web sites, specific government offices, etc.

The completed plan will be posted on MI CIMS available to involved parties at any time. In incidents affecting a broad area, multiple jurisdictions, or resulting in a Governor's PAO, the PIO and EM will work with PIOs from the SEOC and other involved agencies to prepare the public information plan.

Health and Safety Plan.

The **(Jurisdiction Name)** Emergency Manager and Safety Officer will develop the incident health and safety plan for personnel and facilities involved in the evacuation and mass care operations. When the incident involves multiple jurisdictions or evacuation outside **(Jurisdiction Name)** the Emergency Manager and Safety Officer will coordinate with the SEOC to prepare the plan. The plan's ultimate purpose is to help personnel avoid accidents during evacuation and mass care operations and to protect them from hazardous situations. At a minimum, this plan includes the following considerations:
- Methods for disseminating safety information to all workers involved in operations;
- Minimum health and safety standards that are to be followed at all times;
- Monitoring procedures to ensure compliance with the minimum health and safety standards;
- Corrective actions for incidents of non-compliance with the minimum health and safety standards;
- Known and potential hazards at all mass care related sites;
- Safe use of facilities and equipment;
- Safe handling of potentially hazardous materials;
- Proper use of personal protective equipment; and
- The process and persons responsible to identify and report hazardous and potentially hazardous conditions at each facility.

Standard Incident Command System reports in MI CIMS will be used to record part of this information – specifically report ICS 206-OS (Medical Plan). The remainder of the plan will be in narrative and/or tabular format. The completed plan will be posted on MI CIMS available to all involved parties at any time.

Record Keeping.

Accurate and timely record keeping ensures that:

- Eligible costs are documented for possible reimbursement by the State or Federal governments;
- Information is readily available for incident reporting purposes; and
- Information is available to validate activities and operations as part of required audits or financial reviews.

The **(Jurisdiction Name)** Emergency Manager will use MI CIMS documents and available reporting forms developed by FEMA for PAGP record keeping to standardize documentation of evacuation and mass care management and operational activities. Attachment 2 provides information specific to MI CIMS as the product is rolled out within the State of Michigan.

Post-Incident Review / After Action Report.

As appropriate, the **(Jurisdiction Name)** Emergency Manager will conduct a post-incident review of evacuation and mass care operations with any other involved agencies and organizations (including private contractors), and then develop a summary of the findings for inclusion in the incident after-action report.

Plan Review and Maintenance.

This Plan is maintained by **(Implementing Agency)**, with input from government and NGO stakeholders. The Plan will be reviewed annually with the **(Name of Jurisdiction Emergency Operations Plan)** review and should be updated immediately thereafter.

Training.

The **(Jurisdiction Name)** Emergency Manager will provide evacuation and mass care management training to those officials associated with evacuation and mass care activities on an annual basis. Training will be conducted prior to the beginning of Michigan's traditional spring and summer severe weather seasons as circumstances allow. Training may consist of classroom, online, video, and field training, or a combination of these methods at the discretion of the Emergency Manager. Training will incorporate the National Incident Management System (NIMS) and review essential elements of evacuation and mass care management addressed in this plan. It will also address current federal and state concepts, processes, procedures, and regulations related to Category B (Emergency Protective Measures) work under the federal Public Assistance Grant Program (PAGP). The **(Jurisdiction Name)** Emergency Manager will determine the content of the training module and its delivery method(s) based on current and anticipated needs and federal and state requirements.

RESPONSIBILITIES, TASKS AND EXECUTION

Roles and Responsibilities

This section describes the duties of each section of the **(Jurisdiction Name)** EOC and chain of command. Figure 2: **(Jurisdiction Name)** Chain Of Command For Evacuation and Mass Care shows the interactions of the roles and duties as described below.

Figure #2: (Jurisdiction Name) Chain Of Command For Evacuation and Mass Care
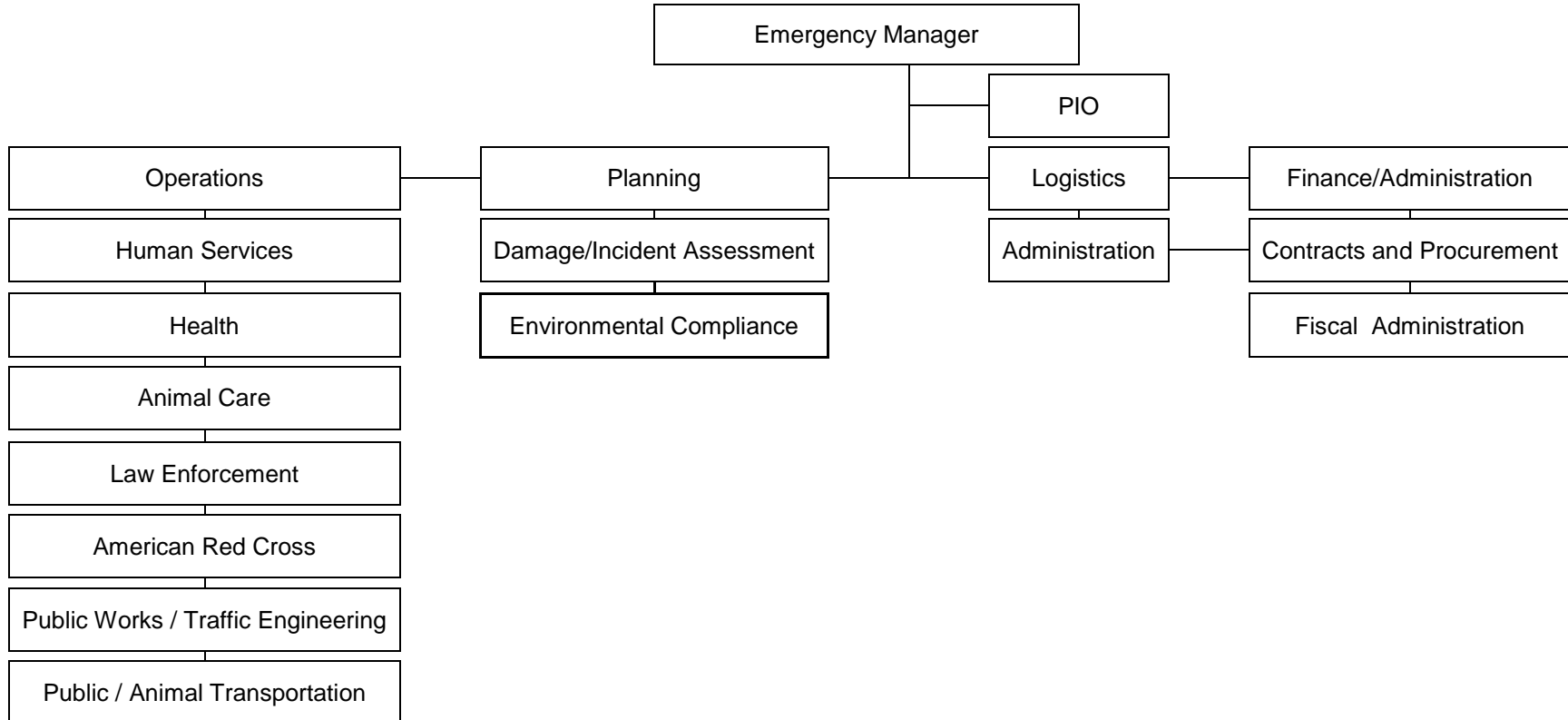
Note: Customize agency names per the organizations in your jurisdiction. Core functions will remain essentially be the same or very similar.

Emergency Manager
1. Establish the EOC and other facilities necessary to manage the incident.
2. Establish communications with the District Coordinator, Red Cross, State EOC, and other affected or assisting jurisdictions.
3. Mobilize EOC staff positions and provide direct assistance to affected areas.

4. Contact the SEOC to facilitate a **(Jurisdiction Name)** "State of Emergency" declaration, a Governor's declaration, and to obtain State and/or Federal assistance.
5. Confer with the **(Chief Elected Official)** and, if necessary, with the SEOC to determine an appropriate protective action. The decision to Evacuate or Shelter-in-Place can be assisted by Attachment 4: Evacuation and Sheltering-in-Place Decision Factors.
6. Identify and secure shelter, mass care, evacuation and staging facilities needed in the evacuation and mass care operation.
7. Provide ongoing and up-to-date information via MI CIMS to the SEOC and the MSP/EMHSD District Coordinator.

Public Information Officer (PIO). The PIO handles all aspects of media relations and press announcements related to an incident within the jurisdiction. All public information related to evacuation and mass care operations is released through the PIO, on behalf of the **(Chief Elected Official)** of the **(Jurisdiction Name)**, and in conjunction with other involved local, state, and federal agencies and organizations.
1. Develop and maintain pre-scripted press releases, informational bulletins, and public service announcements pertaining to evacuation and mass care operations, for inclusion in this plan. Refer to the Attachment 4, Sample Press Releases to address the following subjects:
   - Designated evacuation routes;
   - Preparing to evacuate;
   - Status of shelter and mass care facilities;
2. Coordinate, develop, and release evacuation and mass care information with the SEOC, FEMA, ARC, and other agencies.
3. Serve as the primary **(Jurisdiction Name)** media point of contact on all matters pertaining to evacuation and mass care operations.
4. Facilitate posting pertinent evacuation and mass care information on the **(Jurisdiction Name)** web site, social media and other media outlets.

EOC Operations Section. The EOC Operations Section coordinates with various support agencies and institutions involved in the incident operation. Services are contracted between the **(Jurisdiction Name)** and the agency to manage Evacuation / Mass Care operations. **(Note: Customize the agency names below to coordinate with your jurisdiction. Core functions will be very similar.)**

Human Services:
1. Coordinate and monitor human services provided to evacuees.
2. Assist in the establishment and maintenance of Functional Needs resources.
3. Coordinate and provide the appropriate services to individuals with Functional Needs.
4. Establish a Functional Needs registry with the Department of Human Services for transportation, medical, shelter, and related assistance.
5. Establish assistance desks at each shelter to provide evacuees with information regarding recovery programs available to them.

Health and Medical Care:
1. Provide technical assistance to and monitor the evacuation of health care facilities.
2. Assist in providing food, water, and ice to evacuees.
3. Respond to all safety-related issues (e.g., food and water safety, contaminated resource disposal, communicable diseases).
4. Coordinate with Red Cross to identify Functional Needs resources.
5. Provide shelter populations with information regarding available recovery programs.

Animal Care Support:
1. Assist in coordinating transportation and care of small and large household pets.
2. Ensure the safety and well-being of all animal evacuees in animal care support shelters.
3. Assist in coordinating supply and transport of food and water resources for sheltered animals.
4. Coordinate food and water resources for sheltered –in-place agricultural livestock.

Law Enforcement:
1. Assume responsibility for command, control, and communications, as well as other operational tasks as directed by the Governor.
2. Relay warning and emergency information throughout **(Jurisdiction Name)**.
3. Assist in evacuating areas and monitoring and controlling traffic.
4. Respond to traffic hazards along evacuation routes.

Public Works:
1. Make signage available to identify highway and evacuation routes.
2. Provide temporary barricades and other traffic control devices to promote effective traffic flow management

Traffic Engineering:
1. Plan evacuation routes using the most recent traffic studies.
2. Establish emergency fuel storage and distribution sites along evacuation routes.
3. Analyze traffic flow and provide updated roadway and evacuation route status information.
4. Work with MDOT Systems Operations Management (SOM) to facilitate rapid evacuation through Intelligent Transportation Systems (ITS).
5. Assign, establish, and operate comfort stations along the evacuation routes.

Public and Animal Transportation:
1. Pursue agreements with transportation companies and agencies to provide emergency transit services.
2. Determine the availability of public and animal transportation vehicles and personnel.
3. Communicate and coordinate times of departure and destination arrival, trip distance and time, and routing with traffic engineering personnel.
4. Assign pre-contracted driving personnel to vehicles and routes.

EOC Planning Section. The EOC Planning Section is responsible for collecting, compiling, and analyzing incident data, maintaining equipment logs, tracking personnel deployment, and providing information to other agencies involved in the evacuation and mass care process.

Damage / Incident Assessment:
1. Determine the soundness and safety of disaster impacted infrastructure that will be utilized for evacuation operations.
2. Inspect and verify structural soundness and safety of all buildings prior to activating them for mass care purposes.

EOC Logistics Section. The EOC Logistics Section is responsible to establish and maintain facilities designated for evacuation and mass care activities, including providing food, office supplies, communication devices, equipment, personnel, and other necessary supplies. The Logistics Section provides administrative staff to coordinate these and other required functions.

EOC Finance / Grant Administration Section. The EOC Finance / Grant Administration Section is responsible for ensuring that funds are available for equipment, supplies, and all other expenses associated with the evacuation and mass care operation. The Finance / Grant Administration Section manages the Contract and Procurement Department and Fiscal Administration staff.

> *Note: Customize the agency names below to coordinate with your jurisdiction. Core functions will be very similar.*

Fiscal Administration:
1. Record financial transactions for reimbursement of evacuation and mass care activities
2. Fund evacuation and mass care activities.
3. Ensure compliance with applicable laws, regulations, and policies.

Contract / Procurement:
1. Establish bidding requirements for evacuation and mass care activities.
2. Develop forms.
3. Advertise bid requests.
4. Instruct bidders.
5. Develop contracts.
6. Document all costs for evacuation and mass care activities.
7. Ensure compliance with applicable laws, regulations, and policies.

Nongovernmental Organization (NGO) Roles and Responsibilities.

Nongovernmental organizations play a critical part in **(Jurisdiction Name)** evacuation and mass care operations. The **(Jurisdiction Name)** does not have sufficient personnel for widespread large-scale evacuation and mass care operations without at least some involvement by volunteers from nongovernmental organizations. The **(Jurisdiction Name)** has entered into agreement **(insert more specific language as appropriate)** with the following nongovernmental organizations to provide a cadre of volunteers to assist with evacuation and mass care management operations in **(Jurisdiction Name)**:

> *Note: customize this list as appropriate.*

American Red Cross (ARC).

The American Red Cross' is one of the nation's leading agencies for mass care operations. The ARC responds to emergency events with the activation of pre-designated shelters for evacuees and those seeking refuge. Specific responsibilities of the ARC related to mass care in **(Jurisdiction Name)** are:

1. Lead sheltering and mass care operations.
2. Provide up-to-date information regarding sheltering and mass care in MI CIMS.
3. Coordinate and provide up-to-date information with health and human services agencies involved or overseeing the mass care activities.
4. Assist with first aid at feeding sites and shelters if necessary and resources are available.
5. Help public obtain emergency resources.
6. Establish necessary resource distribution sites for mass care and animal food supplies.
7. Facilitate Family Reunification through Safe and Well.
8. Provide an EOC representative to coordinate ARC participation in evacuation and mass care activities.
9. Mobilize and coordinate with Salvation Army and MIVOAD to provide evacuation and mass care assistance to the **(Jurisdiction Name)**. Such assistance may be required at:
   a. the EOC and/or JFO;
   b. Evacuation shelters located within or serving the **(Jurisdiction Name)**; or
   c. **(Jurisdiction Name)** evacuation and mass care facilities such as Staging Areas, Feeding/Comfort Stations, or Evacuation Hubs.

Michigan Citizen Corps.

The **(Jurisdiction Name)** Emergency Management Coordinator **(or list an alternate local official)** can mobilize volunteers from the Michigan Citizen Corps to provide supplemental labor for evacuation and mass care operations. Such assistance is provided through the Community Emergency Response Team [CERT]. Specific responsibilities of the Citizen Crops volunteers related to evacuation and mass care in **(Jurisdiction Name)** are:

1. Assist the **(Jurisdiction Name)** as required to develop and maintain this evacuation and mass care plan as a support plan to the **(Name of Jurisdiction Emergency Operations Plan)** and as a counterpart to the Michigan Evacuation / Mass Shelter Plan.
2. Assist (Jurisdiction Name) officials upon request to develop and revise the evacuation and mass care portions of the **(Name of Jurisdiction Emergency Operations Plan)**.
3. Provide a representative to report to the EOC to coordinate the participation of Citizen Corps / CERT members in evacuation and mass care activities.
4. Upon request, mobilize appropriate member organizations and representatives within the Citizen Corps / CERT structure to provide evacuation and mass care assistance to the **(Jurisdiction Name)**. Such assistance may be required at:
    a. The EOC and/or JFO;
    b. Evacuation shelters located within or serving the **(Jurisdiction Name)**; or
    c. **(Jurisdiction Name)** evacuation and mass care facilities such as Staging Areas, Feeding and Comfort Stations, or Evacuation Hubs.
5. Provide up-to-date information on Citizen Corps / CERT evacuation and mass care efforts for **(Jurisdiction Name)** evacuation and mass care reports, press releases, and lessons learned and after-action reports.
6. Provide regular reports as required to the Citizen Corps / CERT membership and other interested parties on the status of Citizen Corps / CERT participation in **(Jurisdiction Name)** evacuation and mass care management operations.

Salvation Army.

The Salvation Army has established several prominent programs related to disaster response and recovery, most notably their Food Services program which provides meals to disaster victims, evacuees and emergency workers. The Salvation Army is dedicated to mass care operations and supports the efforts of first responders. Specific responsibilities of the Salvation Army related to mass care in **(Jurisdiction Name)** are:

1. Help provide emergency resources to the public.
2. Coordinate with ARC, Southern Baptists, and MIVOAD to stage feeding stations at ARC shelters.
3. Provide an EOC representative to coordinate Salvation Army participation in evacuation and mass care activities.
4. Mobilize appropriate member organizations and representatives within the Salvation Army structure upon request to provide evacuation and mass care assistance to the **(Jurisdiction Name)**. Such assistance may be required at:
    a. the EOC and/or JFO;
    b. Evacuation shelters located within or serving the **(Jurisdiction Name)**; or
    c. **(Jurisdiction Name)** evacuation and mass care facilities such as Staging Areas, Feeding and Comfort Stations, or Evacuation Hubs.

Michigan Voluntary Organizations Active in Disaster (MIVOAD).

MIVOAD is a national coalition of private relief organizations dedicated to providing disaster relief assistance to individuals and communities. It serves as a clearinghouse for myriad disaster relief and human service organizations that operate in Michigan and across the country. The organization is governed by an Executive Board, elected by its members. That Board provides a single point of contact to mobilize MIVOAD

resources. MIVOAD member organizations are skilled in all facets of disaster operations and can perform a wide variety of functions. MIVOAD members include: 211 Get Connected; Adventist Community Services Disaster Response (ACS); American Red Cross (ARC), Baptist Missionary and Education State Convention; Christian Reformed World Relief Committee; Lutheran Social Services of Michigan; Mennonite Disaster Services; Michigan Crisis Response Association; Presbyterian Disaster Assistance; The Salvation Army; Southern Baptist Convention Disaster Relief; and the United Methodist Committee on Relief (UMCOR).

Specific MIVOAD evacuation and mass care operations responsibilities in **(Jurisdiction Name)** are:

1. Coordinate with member organizations, and assist the **(Jurisdiction Name)** to develop and revise this Evacuation and Mass Care Plan as a support plan to the **(Name of Jurisdiction Emergency Operations Plan)** and as a counterpart to the Michigan Evacuation / Mass Shelter Plan.
2. Coordinate with member organizations, and assist **(Jurisdiction Name)** officials in developing and revising evacuation and mass care related portions of the **(Name of Jurisdiction Emergency Operations Plan)**.
3. Coordinate with ARC and, if necessary, provide an EOC representative to coordinate MIVOAD member participation in evacuation and mass care activities and relief efforts.
4. Coordinate with ARC and mobilize other appropriate MIVOAD organizations and representatives upon request to provide evacuation and mass care assistance to the **(Jurisdiction Name)**. Such assistance may be required at:
    a. The EOC and JFO;
    b. Evacuation shelters located within or serving the **(Jurisdiction Name)**; or
    c. **(Jurisdiction Name)** evacuation and mass care facilities (e.g., Staging Areas, Feeding and Comfort Stations, or Evacuation Hubs.)
5. Coordinate with member organizations, and provide up-to-date information on MIVOAD evacuation and mass care operations for **(Jurisdiction Name)** evacuation and mass care reports, press releases, lessons learned, and after-action reports.
6. Coordinate with member organizations, and provide reports as required to MIVOAD membership and other interested parties on the status of MIVOAD participation in **(Jurisdiction Name)** evacuation and mass care management operations.

State Support Roles and Responsibilities.

The **(Jurisdiction Name)** can request supplemental assistance from the State of Michigan when the required evacuation and mass care operations overwhelm our capabilities. Such assistance is requested through the MSP/EMHSD by following the processes specified in the Michigan Emergency Management Plan (MEMP) with regard to declaring a local "state of emergency" and requesting state assistance.

If state assistance for evacuation and mass care purposes is required, it can be authorized by the Governor upon the declaration of a "state of disaster" or "state of emergency" under 1976 PA 390, the Michigan Emergency Management Act. In some cases, state assistance may also be requested under a state agency's separate legal authorities. Assistance may include, but is not limited to:
1) Overall management of the evacuation and mass care operations;
2) Technical assistance with various aspects of the operation;
3) The provision of equipment and personnel to provide direct assistance in evacuation and mass care operations;
4) Possible financial assistance (under Section 19 of 1976 PA 390, or by direct legislative appropriation); or
5) Any combination of these forms of assistance. All such assistance would be provided through and coordinated by the SEOC in accordance with the MEMP.

If state evacuation and mass care management capabilities (including activation of the MEMAC) are overwhelmed, the State of Michigan may, on behalf of the **(Jurisdiction Name)** and other involved jurisdictions:
1) Seek assistance from other states via the Emergency Management Assistance Compact (EMAC) – the state-to-state mutual aid agreement; and/or
2) Seek assistance from the federal government through the Federal Emergency Management Agency (FEMA).

Federal Roles and Responsibilities.

Federal Government. If the response and recovery effort is beyond the combined capabilities of the **(Jurisdiction Name)** and the State of Michigan – even when supplemented by mutual aid – it will likely be necessary to request federal disaster relief assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. Such requests are made by the Governor, through the FEMA Region V office (in Chicago, Illinois), to the President. Under the Stafford Act, the President may declare that a "major disaster" or "emergency" exists within the affected areas of Michigan and provide disaster relief assistance to meet the specific needs of the situation.

Federal assistance with evacuation and mass care activities can include:
1) Direct assistance provided by the Department of Homeland Security (DHS) and FEMA (via mission assignment under the National Response Framework or via the agency's own enabling legislation);
2) Direct assistance provided by a nongovernmental agency such as the American Red Cross;
3) The federal Homeland Security Grant Program (HSGP);
4) Evacuation planning technical assistance by DHS; or
5) The federal Public Assistance Grant Program (PAGP) under Category B (Emergency Protective Measures).
6) Coordinate with other federal Emergency Support Functions (ESFs) under the NRF to provide vital evacuation and mass care management support services to the **(Jurisdiction Name)**, including but not limited to:
   - Supplemental transportation and telecommunications assets and guidance;
   - Logistical support (to include, as necessary, technical assistance, supplies, services, equipment and facilities);
   - Coordination with private sector organizations for incident management support; and
   - Technical / operational assistance for evacuation and mass care operations.

These forms of assistance must be specifically requested in the Governor's declaration request letter and would be provided by the federal government and coordinated through the SEOC and/or the established Joint Field Office (JFO).

Facility-Specific Roles and Responsibilities.

Evacuation and mass care management positions at **(Jurisdiction Name)** evacuation and mass care support facilities will be filled by governmental employees and nongovernmental organization employees and volunteers. The following task assignments are designed to provide basic guidance to the individuals that staff various support facilities. These task assignments will be supplemented by expedient training provided by the **(Jurisdiction Name)** Emergency Manager with assistance (as required) by MSP/EMHSD and/or FEMA.

Shelter Managers / Staff. The primary responsibilities of the individuals assigned to oversee / monitor Shelters are:

> *Note: ARC shelter managers would report through the ARC chain of command to their EOC liaison.*

1. Activate shelter(s) when dictated by circumstances or Protective Action Orders.
2. Install necessary temporary signage at the site(s) indicating parking areas, registration areas, handicapped person access, restrooms, dining areas, quiet and sleeping areas, information/resource areas, recreation / relaxation areas, showers / sanitation services, medical stations, etc.
3. As appropriate, provide and equip areas at the shelter for vehicle parking, equipment storage, registration, meal preparation, sleeping, recreation, food / water storage, medical, and other functions required for the incident circumstances.

   *(Note: Required materials, supplies, and equipment may come from a variety of sources, including federal, state and **(Jurisdiction Name)** agencies, nongovernmental organizations, and private donations. The MSP/EMHSD – SEOC Logistics Section, if requested, can provide assistance in working with involved agencies and organizations to stock, staff and manage the shelters.)*

4. Report the shelter status and populations to the National Shelter System, which can be accessed via the internet at https://nss.communityos.org. The location of a shelter, the population capacity, managing agency and other relevant information is available through the system and may be used by all shelter personnel and volunteers, as well as those emergency management officials associated with mass care.
5. Develop a client registry to facilitate the reunification of evacuees with family and pets.
6. Identify and support individuals with Functional Needs.
7. Monitor and secure the site to prevent theft, vandalism, or other inappropriate activities.
8. Provide and regularly update Activity Logs to the **(Jurisdiction Name)** EOC for status reports, press releases, and the After-Action Report.
9. Work with the EOC to resolve problems or concerns that may arise related to mass care operations.
10. When the shelter closes, oversee the cleanup and restoration of the site to pre-incident condition. Report any damage or lingering impacts to the EOC for appropriate follow up.

Specialized Medical Care Shelter Support Staff. The primary responsibilities of the staff assigned to Specialized Medical Care shelters include:

1. Install temporary signage indicating parking areas, registration areas, handicapped person access, restrooms, dining areas, sleeping areas, showers / sanitation services, medical stations, etc.
2. Develop a registry for shelter clients to facilitate family reunification.
3. Identify individuals with Functional Needs and provide them the support they may require.
4. As appropriate, provide and equip areas at the Medical Care Shelter for vehicle parking, equipment storage, registration, meal preparation, sleeping, recreation, food / water storage, medical, and other functions required for the incident circumstances.

   *(Note: Required materials, supplies, and equipment may come from a variety of sources, including federal, state and **(Jurisdiction Name)** agencies, nongovernmental organizations, and private donations. The MSP/EMHSD – SEOC Logistics Section, if requested, can provide assistance in working with involved agencies and organizations to stock, staff and manage the Medical Care Shelters.)*

5. Ensure the Medical Care Shelter operations meet all applicable codes, regulations, and standards related to public, health, safety, and sanitation. Report any problems to the **(Jurisdiction Name)** EOC for immediate investigation and resolution.
6. Monitor site usage to prevent theft, vandalism, or other inappropriate activities. Properly secure the site at night.
7. Provide regular updates to the **(Jurisdiction Name)** EOC for status reports, press releases, and the After-Action Report.
8. Work with the EOC to resolve any problems or concerns that may arise related to Medical Care Shelter operations.
9. When the Medical Care Shelter closes, oversee the cleanup and restoration of the site to pre-incident condition. Report any damage or lingering impacts to the EOC for appropriate follow up.

Shelter Security Support Staff. The primary responsibilities of the individuals assigned to shelter security are:

1. Ensure sufficient security by allowing only those with proper identification and classification to authorized areas (i.e., washroom, dining hall, recreation room, sleeping quarters, etc.) of the shelter for the remainder of its activation.
2. If a curfew is initiated, properly enforce.
3. Monitor site usage to prevent theft, vandalism, or other inappropriate activities. Properly secure the site at night.
4. Provide continuous, update information to the **(Jurisdiction Name)** EOC on shelter security operations for inclusion in disaster situation / status reports, press releases, and the disaster after-action report.
5. Work with the EOC to resolve any problems or concerns that may arise related to shelter security operations.

Reception / Decontamination Center Staff.   The primary responsibilities of the individuals assigned to oversee / monitor Reception / Decontamination Centers are:

1. Install temporary signage (as needed) at the site(s) indicating the locations of contamination entrances, decontamination areas, restrooms, showers / sanitation services, etc.
2. Require all staff to take the proper precautions in terms of biological and/or WMD contamination standards.
3. Ensure the health, safety, and privacy of those individuals with the potential of being contaminated by meeting all applicable codes, regulations, and standards related to public health, safety, and sanitation. Report any problems to the **(Jurisdiction Name)** EOC for immediate investigation and resolution.
4. Incorporate protocols for animal decontamination in coordination with ARC, CART and MI-SART.
5. Monitor site usage to prevent theft, vandalism, or other inappropriate activities. Properly secure the site at night.
6. Provide continuous, update information to the **(Jurisdiction Name)** EOC on Reception / Decontamination Center operations for inclusion in disaster situation / status reports, press releases, and the disaster after-action report.
7. Work with the EOC to resolve any problems or concerns that may arise related to Reception / Decontamination Center operations.
8. When the Reception / Decontamination Center closes, oversee the cleanup / restoration (as needed) of the site to ensure it is returned to its pre-incident condition. Report any damage or lingering impacts to the EOC for appropriate follow up with applicable agencies.

Animal Care Transport and Shelter Staff. The primary responsibilities of the individuals assigned to oversee / monitor Animal Care Shelters are:

1. Install temporary signage (as needed) at the site(s) indicating the locations of parking areas, registration areas, handicapped person access, restrooms, medical stations, etc.
2. As appropriate, provide and equip areas at the Animal Care Shelter for vehicle parking, equipment storage, registration, meal preparation, sleeping, recreation, food / water storage, medical, and other functions required for the incident circumstances.
    *(Note: required materials, supplies, and equipment may come from a variety of sources, including federal, state and **(Jurisdiction Name)** agencies, nongovernmental organizations, and private donations. The MSP/EMHSD – SEOC Logistics Section, if requested, can provide assistance in working with involved agencies and organizations to stock, staff and manage the Animal Care Shelters.)*
3. Ensure the Animal Care Shelter operations meet all applicable codes, regulations, and standards related to public, health, safety, and sanitation. Report any problems to the **(Jurisdiction Name)** EOC for immediate investigation and resolution.
4. Monitor site usage to prevent theft, vandalism, or other inappropriate activities. Properly secure the site at night.
5. Provide continuous, update information to the **(Jurisdiction Name)** EOC on Animal Care Shelter operations for inclusion in disaster situation / status reports, press releases, and the disaster after-action report.

6. Work with the EOC to resolve any problems or concerns that may arise related to Animal Care Shelter operations and/or the transportation of personnel / resources to their intended work locations.
7. When the Animal Care Shelter closes, oversee the clean-up / restoration (as needed) of the site to ensure it is returned to its pre-incident condition. Report any damage or lingering impacts to the EOC for appropriate follow up with applicable agencies.

Resource Staging Area Staff. The primary responsibilities of the individuals assigned to oversee / monitor Resource Staging Areas are:

1. Install temporary signage (as needed) at the site indicating the locations of loading / unloading areas, parking areas, handicapped person access, restrooms, etc.
2. Receive, temporarily park, and deploy vehicles, equipment, and crews that will be used in evacuation and mass care operations.
3. In the event of an incident involving potential biological or WMD contamination, work with the **(Jurisdiction Name)** Emergency Manager, EOC, the MSP/EMHSD, FEMA, and other involved parties (i.e., through the EMAC or the private sector) to ensure that resources for use in **(Jurisdiction Name)** are not contaminated by checking their place of origin and route of transport. Any suspected contamination should be reported immediately to the **(Jurisdiction Name)** EOC for follow up as required. (The follow up measures will be dictated by the type and level of contamination. State assistance will likely be required through the MSP/EMHSD and MDEQ.)
4. Ensure the Resource Staging Area operations meet all applicable codes, regulations, and standards related to public, health, safety, and sanitation. Report any problems to the **(Jurisdiction Name)** EOC for immediate investigation and resolution.
5. Record the type, kind, and quantity of resources deployed in the MI CIMS "Critical Asset" Report.
6. Deploy staged assets to sites within the **(Jurisdiction Name)** at the direction of the **(Jurisdiction Name)** EOC Operations Section and/or EOC Incident Management Section in order to meet the operational needs of the evacuation and mass care effort.
7. Monitor site usage to prevent theft, vandalism, or other inappropriate activities.
8. For multi-day operations, open and close the site in accordance with the designated business hours. Properly secure the site at night.
9. Provide continuous, update information to the **(Jurisdiction Name)** EOC on Resource Staging Area operations for inclusion in disaster situation / status reports, press releases, and the disaster after-action report.
10. Work with the EOC to resolve any problems or concerns that may arise related to Resource Staging Area operations and/or the transportation of personnel / resources to their intended work locations.
11. When the evacuation and mass care management operation closes, oversee the cleanup / restoration (as needed) of the site to ensure it is returned to its pre-incident condition. Report any damage or lingering impacts to the EOC for appropriate follow up with applicable agencies.

Comfort Station Support Staff. The primary responsibilities of the individuals assigned to oversee / monitor Comfort Stations are:

1. Install temporary signage (as needed) at the site(s) indicating the locations of parking areas, handicapped person access, restrooms, etc.
2. Provide shelter destination and en-route comfort stations information to evacuees.
3. Ensure the Comfort Station operations meet all applicable codes, regulations, and standards related to public, health, safety, and sanitation. Report any problems to the **(Jurisdiction Name)** EOC for immediate investigation and resolution.
4. Monitor site usage to prevent theft, vandalism, or other inappropriate activities. Properly secure the site at night.
5. Provide continuous, update information to the **(Jurisdiction Name)** EOC on Comfort Station operations for inclusion in disaster situation / status reports, press releases, and the disaster after-action report.
6. Work with the EOC to resolve any problems or concerns that may arise related to Comfort Station operations.
7. When the evacuation and mass care management operation closes, oversee the clean-up / restoration of the site to ensure it is returned to its pre-incident condition. Report any damage or lingering impacts to the EOC for appropriate follow up with applicable agencies.

Emergency Vehicle Fueling Station Staff. The primary responsibilities of the individuals assigned to oversee / monitor Emergency Vehicle Fueling Stations are:

1. Install temporary signage (as needed) at the site(s) indicating the locations of registration areas, parking areas, fueling stations, etc.
2. As appropriate, provide and equip areas at the Fueling Stations for vehicle parking, equipment storage, maintenance / fueling services, and other functions required for the incident circumstances.

    *(Note: required materials, supplies, and equipment may come from a variety of sources, including federal, state and **(Jurisdiction Name)** agencies, nongovernmental organizations, and private donations. The MSP/EMHSD – SEOC Logistics Section, if requested, can provide assistance in working with involved agencies and organizations to stock, staff and manage the Fueling Stations.)*

3. Ensure the Fueling Station operations meet all applicable codes, regulations, and standards related to public, health, safety, and sanitation. Report any problems to the **(Jurisdiction Name)** EOC for immediate investigation and resolution.
4. Monitor site usage to prevent theft, vandalism, or other inappropriate activities. Properly secure the site at night.
5. Provide continuous, update information to the **(Jurisdiction Name)** EOC on Fueling Station operations for inclusion in disaster situation / status reports, press releases, and the disaster after-action report.
6. Work with the EOC to resolve any problems or concerns that may arise related to Fueling Station operations and/or the transportation of personnel / resources to their intended work locations.
7. When the evacuation and mass care management operation closes, oversee the clean-up / restoration of the site to ensure it is returned to its pre-incident condition. Report any damage or lingering impacts to the EOC for appropriate follow up with applicable agencies.

Transportation Boarding Site Staff. The primary responsibilities of the individuals assigned to oversee / monitor Transportation Boarding Sites are:

1. Install signage (as needed) at all site(s) indicating locations of parking areas, registration areas, handicap person access, vehicle boarding stations, deployment areas, etc.
2. Register all evacuees and identify each vehicle destination.
3. Identify individuals with Functional Needs and provide them with the support they may require.
4. Coordinate with traffic personnel for evacuation routes and times of departure / arrival to destinations, distance / time length of trip.
5. Ensure the safety of the evacuees during the transportation operation by meeting all applicable codes, regulations, and standards related to public health, safety, and sanitation. Report any problems to the **(Jurisdiction Name)** EOC for immediate investigation and resolution.
6. Monitor site usage to prevent theft, vandalism, or other inappropriate activities. Properly secure the site at night.
7. Provide continuous information updates to the **(Jurisdiction Name)** EOC on Transportation Boarding operations for inclusion in disaster situation / status reports, press releases, and the disaster after-action report.
8. Work with the EOC to resolve any problems or concerns that may arise related to Transportation Boarding operations and/or the transportation of personnel / resources to their intended work locations.
9. When the Transportation Boarding operations close, oversee the cleanup / restoration of the site to pre-incident condition. Report damage or lingering impacts to the EOC for appropriate follow up.

Animal Transportation and Boarding Site Staff. The primary responsibilities of the individuals assigned to oversee / monitor Animal Transportation Boarding Sites are:

1. Install signage (as needed) at all site(s) indicating locations of parking areas, registration areas, handicap person access, vehicle boarding stations, deployment areas, etc.
2. Register all animals and identify each vehicle destination.

3. Identify animals with emergency medical needs and provide them with the support they may require.
4. Coordinate with traffic personnel for evacuation routes and the times of departure / arrival to destinations, distance / time length of trip.
5. Ensure animal safety during the transportation operation meeting all applicable codes, regulations, and standards related to animal health, safety, and sanitation. Report any problems to the **(Jurisdiction Name)** EOC for immediate investigation and resolution.
6. Monitor site usage to prevent theft, vandalism, or other inappropriate activities. Properly secure the site at night.
7. Provide continuous information updates to the **(Jurisdiction Name)** EOC on animal transportation operations for inclusion in disaster situation / status reports, press releases, and the disaster after-action report.
8. Work with the EOC to resolve any problems or concerns that may arise related to animal transportation operations and/or the transportation of personnel / resources to their intended work locations.
9. When the animal transportation operations close, oversee the cleanup / restoration of the site to ensure it is returned to pre-incident condition. Report damage or lingering impacts to the EOC for appropriate follow up.

Public / Functional Needs Transportation Drivers. The primary responsibilities of individuals assigned to Public / Functional Needs Transportation driving are:

1. Provide support for individuals that require assistance during transportation from evacuated areas.
2. Ensure evacuee safety during the transportation operation by meeting all applicable codes, regulations, and standards related to public health, safety, and sanitation. Report any problems to the **(Jurisdiction Name)** EOC for immediate investigation and resolution.
3. Monitor vehicle usage to prevent theft, vandalism, or other inappropriate activities.
4. Provide continuous, update information to the **(Jurisdiction Name)** EOC on Public / Functional Needs Transportation operations for inclusion in disaster situation / status reports, press releases, and the disaster after-action report.
5. Work with the EOC to resolve any problems or concerns that may arise related to Public / Functional Needs Transportation operations and/or the transportation of personnel / resources to their intended work locations.
6. When the evacuation and mass care management operations close, oversee the clean-up / restoration of the vehicles used to ensure it is returned to its pre-incident condition. Report any damage or lingering impacts to the EOC for appropriate follow up with applicable agencies.

Logistics Management Staff. The primary responsibilities of the individuals assigned to Logistics Management are:

1. Provide food, water, office supplies, communication devices, equipment, personnel, and any other necessary supplies to facilities / sites that may require additional resources.
   > *(Note: required materials, supplies, and equipment may come from a variety of sources, including federal, state and **(Jurisdiction Name)** agencies, nongovernmental organizations, and private donations. The MSP/EMHSD SEOC Logistics Section can help work with involved agencies and organizations to stock, staff and manage all facilities related to the evacuation and mass care operation.)*
2. Monitor evacuation and mass care operations at every level (i.e., facilities, sites, evacuation routes, etc.).
3. Provide continuous, update information to the **(Jurisdiction Name)** EOC on evacuation and mass care operations for inclusion in disaster situation / status reports, press releases, and the disaster after-action report.
4. Work with the EOC to resolve any problems or concerns that may arise related to evacuation and mass care operations and/or the transportation of personnel / resources to their intended work locations.

EVACUATION SUPPORT

EVACUATION ASSUMPTIONS AND CONSIDERATIONS

- **Evacuate or Shelter-In-Place.** Incidents may occur when it's best to shelter-in-place. Some circumstances may dictate that "sealing the room" from potentially contaminated outside air is a matter of survival. Use common sense and available information to assess the situation and determine if there is immediate danger. If you see large amounts of debris in the air, or if authorities say the air is badly contaminated, consider sheltering-in-place and sealing the room.

- **Preparedness.** While some incidents mandate evacuation due to destruction or the potential for physical harm, there are others where evacuation is necessitated by a lack of preparedness and the inability to self-sustain during difficult conditions.

- **State Directed / Compelled Evacuation.** Under the Michigan Emergency Management Act, 1976 PA 390, as amended, MCL 30.405, the Governor of Michigan has the authority to "direct and compel the evacuation of all or part of the population from a stricken or threatened area within the state if necessary for the preservation of life or other mitigation, response, or recovery activities" and to "prescribe routes, modes, and destination of transportation in connection with an evacuation" and to "control ingress and egress to and from a stricken or threatened area, removal of persons within the area, and the occupancy of premises within the area." The section further states: "A person who willfully disobeys or interferes with the implementation of a rule, order, or directive issued by the Governor pursuant to this section is guilty of a misdemeanor." (Although the Act does not specify the penalty for the misdemeanor under that particular section, another section of the Act, 30.421, specifies a penalty for willful violation of that section to be imprisonment for not more than 90 days or a fine of not more than $100.00, or both.)

- **Authority of Chief Executive Official.** Under 30.410 of the Act, the chief executive official of a county or municipality may "Declare a local state of emergency if circumstances within the county or municipality indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property from a natural or human-made causes exists and, under a declaration of a local state of emergency, issue directives as to travel restrictions on county or local roads." The chief executive official also may "Provide for the health and safety of persons and property, including emergency assistance to the victims of a disaster." The Act does not provide for any penalties for persons that willfully disobey actions taken by the chief executive official pursuant to this section. (Although this section of the Act does not explicitly authorize the chief executive official to direct and compel evacuation, it does appear to provide some latitude with regard to taking actions to protect the health and safety of persons and property. That could be interpreted to mean authorizing the evacuation of persons in danger, but not having the authority to direct and compel evacuation.)

- **Authority of Chief Fire Official.** The power of a fire marshal or fire chief found in MCL 29.7a, is very broad and includes the power to "take all necessary steps" to protect persons and property in an emergency. MCL 750.81d provides the force of law to support the fire marshal or fire chief's order.

- **Sectoring**. The **(Jurisdiction Name)** is a geographically diverse jurisdiction with differing land uses and geographic patterns. The **(describe sector – e.g., northern half, northeast quadrant, etc.)** is primarily **(rural, urban, suburban, mixed)** in character with a predominance of **(list land uses that apply – e.g., agricultural, commercial, industrial, residential, institutional, etc.)** land uses. The **(describe sector)**, on the other hand, is primarily **(rural, urban, suburban, mixed)** in character with a predominance of **(list land uses that apply – e.g., agricultural, commercial, industrial, residential, institutional, etc.)** land uses. **(As applicable, use separate descriptions for each diverse geographical area; provide percentage breakdowns where possible – e.g., 70% agricultural, 10% residential, 10% commercial, 10% industrial.)** Each area has different evacuation capabilities and characteristics based on this land use and geographical diversity. In the **(list sector)**, the predominant challenges to evacuation will likely be **(list challenges – e.g., narrow roads, numerous cul-de-sacs, potential bridge outages or blocked crossings, etc.)** In the **(list sector)**, the predominant challenges to evacuation will likely be **(list challenges – e.g., narrow roads, numerous cul-de-sacs, potential bridge outages or blocked crossings, etc.)** Attachment 5 provides maps pertinent to Evacuation operations including various means of transportation and community sectoring. Attachment 6 provides a planning template for individual sectors of the community. *Note: List this information for each sector.*

- **Public Transportation.** If available, **(Jurisdiction Name)** public transportation will be used to transfer evacuees between at-risk areas and shelters.

- **Animal Transportation.** Animals will need to be transported away from harm, ideally to locations co-located or in close proximity to where their owners are sheltering.

- **Mutual Aid**. Emergency management assistance compacts must be planned and put in place prior to an emergency. The **(Jurisdiction Name)** will initiate such agreements with nearby jurisdictions, regional transportation authorities, and other transportation agencies and companies.

- **Private Sector Support.** If public transportation resources are overwhelmed or unavailable, the **(Jurisdiction Name)** public transportation agency / personnel will reach out to private sector companies, including highway contractors and bus companies, for evacuation support.

- **Transit Dependent Individuals**. Those seeking public sheltering may not have a mode of transportation, particularly schools, hospitals, elderly, nursing homes, and elderly housing.

- **Vehicle Fuel / Maintenance Considerations**. The **(Jurisdiction Name)** will coordinate with the District Coordinator and the SEOC to ensure adequate fuel supplies for evacuation operations, including individuals who are self-evacuating, public transportation vehicles, public and NGO evacuation vehicles, and emergency response vehicles. Fuel staging sites will be pre-determined along evacuation routes, with special arrangements made for delivery of fuel. Separate refueling and maintenance sites will be designated for emergency response vehicles, public transportation vehicles, and other vehicles involved in the evacuation operations.

- **Medical Facility Evacuation Considerations**. Medical facilities will coordinate their own evacuation plans with the support of **(Jurisdiction Name)** and the regional Medical Coordination Center (MCC). Emergency personnel will be made available to accommodate needs that medical facilities may request (i.e., transferring patients, acquiring vehicles, etc.).

- ***Note: Include this only if the (Jurisdiction Name) can provide such a program. Community Assisted Evacuation.** The **(Jurisdiction Name) (Transportation Department)** maintains a Community Assisted Evacuation Program established as a supplementary transportation resource for individuals who are unable to self-evacuate. Attachment 7 provides more detail on this program. This program is separate from animal transportation / evacuation which is indicated above.*

KEY RESOURCES

The following key resources include organizations, programs, personnel, equipment, facilities, and materials that are potentially relevant to **(Jurisdiction Name)** evacuation support operations:

Family Preparedness. The single most important resource is family/individual preparedness. Having adequate supplies on hand to shelter-in-place when that is feasible or the safer option is critical to increasing the chances for survival.

Note: Customize this list with local resources.

MDOT Region Technical and Maintenance Assistance. Technical and maintenance assistance for an evacuation can be requested from the MDOT Regional service center, including but not limited to:

- Coordinating and implementing road closure plans with the **(Jurisdiction Name)**;

- Barricades, signs and electronic message boards to facilitate rapid evacuee traffic movement, address evacuation route hazards, provide directions and information, and block access;

- Select the best evacuation routes considering emergency needs, road capacity and condition, potential choke points, and intended direction of evacuation;

- Personnel to staff access control points in support of **(Jurisdiction Name)** law enforcement;

- Evacuation route maintenance services to keep traffic moving;

- Assessing conditions and monitoring traffic flow including real-time video monitoring of some freeway segments; and

- Real-time fixed electronic messaging capability on some freeway segments

Supplemental Bus Transportation.

- The **(Jurisdiction Type)** and several state agencies have buses that can be used to supplement **(Jurisdiction Name)** evacuation transportation resources or can procure such assets from federal or local agencies or private sector organizations. Both the MDOC and MDMVA have a limited number of transit buses in their vehicle inventories which can be used to transport evacuees out of harm's way if available.

- The MDMVA may also be able to procure additional military transportation buses from National Guard or other U.S. military inventories in nearby states if sufficient lead time is available prior to an evacuation. The MDOE, through its management contacts with intermediate and local school districts, may be able to arrange for the use of school buses to supplement those already in use by the **(Jurisdiction Name)**.

- The **(Jurisdiction Name)** may request assistance from surrounding jurisdictions and MDOT to provide or arrange with transit agencies to obtain passenger buses for general evacuation and transit vehicles with wheelchair access for Functional Needs individuals.
  *(Note: Availability of **(Jurisdiction Name)** transit resources may be limited, however, as they may already be committed to **(Jurisdiction Name)** response operations.)*

- The **(Technology and Management Department)** may be able to contract with private sector transportation providers for the provision of intercity transit buses if sufficient lead time is available prior to evacuation implementation.

- If a federal Stafford Act declaration is granted for the initiating incident, the MSP/EMHSD can request FEMA to mission-assign federal ESF #1, Transportation, to provide transit buses to supplement state and **(Jurisdiction Name)** evacuation resources.

- The ability to transport animals on busses will be coordinated with MDARD and MI-SART. Most animals will need to be transported on vehicles provided specifically for animal transportation.

Law Enforcement and Marine Assistance. The MSP can provide troopers to monitor and facilitate steady traffic flow, investigate and mitigate accident scenes, control access, and provide security. The MDNR can provide conservation officers and boats to assist with the clearance of marine traffic for incidents encompassing the Great Lakes or inland bodies of water.

Access Control and Security Assistance. The MDMVA can provide soldiers to monitor traffic flow, staff access control points, clear roadway debris, and provide security in support of the MSP and other involved law enforcement agencies during an evacuation. The MDOC can provide support (under its Emergency Response Team (ERT) framework) to monitor traffic flow, staff access control points, and provide security in support of the MSP and other involved law enforcement agencies during an evacuation.

AAA Homebound Frail Seniors. The **(Jurisdiction Name)** AAA maintains a list of homebound frail seniors. If evacuation is required, these individuals can be identified from the lists and appropriate assistance can be rendered.
(Note: Unless their lives are in imminent danger, sheltering-in-place may be the preferred protective action.)

SPIO and JIC Public Information Assistance. In multi-jurisdictional incidents, the SPIO, MSP/EMHSD PIO, and members of the state JIC must review and modify pre-scripted evacuation and mass care public information with event-specific information. These templates are intended to be a basic starting element for an interagency, intergovernmental, comprehensive public information campaign for evacuation and mass care operations.

RESPONSIBILITIES, TASKS and EXECUTION.

In addition to the task assignments listed under the Emergency Support Functions and relevant Disaster-Specific Procedures, **(Jurisdiction Name)** departments should consider the following task assignments with regard to evacuation operations. Actual incident circumstances will dictate specific appropriate task assignments.

(CHIEF ELECTED OFFICIAL)

- **Decision to Evacuate or Shelter-in-Place.** The **(Jurisdiction Name) (Chief Elected Official)** will consult with the Emergency Manager to determine if evacuation is necessary, or if sheltering-in-place is either preferable or necessary due to incident circumstances and conditions.

- **Shelter-in-Place**. If sheltering-in-place is the preferred option, the **(Chief Elected Official)** will direct the PIO and the Emergency Manager to notify the population of the recommendation.

- **Direct Local Operations.** Direction of the evacuation's operational facets, including evacuation routes, modes and destination and access control will be coordinated by the **(Jurisdiction Name) (Chief Elected Official)** with the Governor's office, the MSP/EMHSD, MDOT, and the **(Jurisdiction Name)** law enforcement.

- **Public Information.** Broadcast public information will be coordinated by the **(Jurisdiction Name) (Chief Elected Official)** with the Governor's office, the State PIO, the State Joint Information Center (JIC), and the MSP/EMHSD.

- **Suspension of Local Ordinances.** Review and possible suspension of local ordinances to facilitate the rapid and orderly evacuation of stricken or threatened individuals or which could threaten or impede the life or safety of individuals in the evacuation will be conducted by the **(Jurisdiction Name) (Chief Elected Official)** coordinating with the Governor's office, the MSP/EMHSD, and the **(Jurisdiction Name)** law enforcement.

  > *Note: Provisions to increase mobility must be instituted in conjunction with the MSP and MDOT to ensure adherence to federal law and evacuee safety.*

- **Reception of Out-of-Area Evacuees.** The entry of out-of-area evacuees from a disaster in intra- or interstate areas will be facilitated by the **(Jurisdiction Name) (Chief Elected Official)** coordinating with the Governor's office, the MSP/EMHSD, the **(Jurisdiction Name)** law enforcement, and the ARC.

EMERGENCY MANAGEMENT

- **Protective Action Recommendations.** The Emergency Manager will consult with MSP/EMHSD, other **(Jurisdiction Type)** departments, NGOs, and state departments to determine the need and viability of evacuation or other Protective Actions and submit the recommendation to the **(Chief Elected Official)**. Factors affecting PAO decisions include, but are not limited to:
  o The hazardous materials involved;
  o The population at risk;
  o The time factors involved in the emergency;
  o The effect of the present and predicted meteorological conditions;
  o The capability to communicate with the population at risk and emergency response personnel; and
  o The capabilities and resources of the response organizations.

- **Shelter-in-Place**. If sheltering-in-place is the preferred option, the Emergency Manager will coordinate with the PIO to notify the population of the recommendation. A template for public information is provided in the Press Release Template Attachment.

- **Emergency Alert System (EAS).** The Emergency Manager will coordinate with the State Director of Emergency Management and Homeland Security or the Director's designee to activate the EAS to broadcast evacuation orders and instructions.

- **Evacuation Routes, Modes and Destinations.** The **(Jurisdiction Name)** Emergency Manager will coordinate with the **(Chief Elected Official)**, **(Jurisdiction Name)** Police, the MSP/EMHSD, and the Governor's staff (via the SEOC), and the ARC to determine evacuation routes, modes and destinations such as activated shelters.

- **Mass Transportation Resources.** Additional mass transportation resources can be arranged through neighboring jurisdictions, MEMAC, the MSP/EMHSD and other state departments, MDMVA, private entities (e.g., charter bus services), other states via EMAC, or federal agencies by FEMA under the NRF.

  Note: Many local and regional mass transportation resources may already be committed to support evacuation operations.

- **Communications, Health and Safety Plans.** The **(Jurisdiction Name)** Emergency Manager will prepare these incident management documents within the **(Jurisdiction Name)** EOC and post them on MI CIMS.

- **Monitor and Track Evacuation.** The **(Jurisdiction Name)** Emergency Manager will monitor and track evacuation operations via MI CIMS. The EOC will compile and publish evacuation statistics and maps regularly through MI CIMS updates.

- **Aerial Reconnaissance.** The **(Jurisdiction Name)** Emergency Manager will coordinate aerial resources with all departments and the SEOC. Any aerial transportation resources belonging to the **(Jurisdiction Name)** will be the first committed to support the evacuation operation. The SEOC can arrange helicopters and fixed-wing aircraft to conduct evacuation route fly-overs to monitor traffic flow, identify impediments, and assess operational status. These resources may be provided by state departments, NGOs, private entities, other Michigan jurisdictions under the MEMAC, other states under the EMAC, or federal agencies assigned by FEMA under the NRF. Aerial reconnaissance may also be provided to assess animal and livestock status.

- **State and Federal Funds.** The **(Jurisdiction Name)** will incur evacuation related costs to protect the health, safety and welfare of the affected population through mandated evacuation. Costs associated with Protective Action measures *may* be reimbursable, in full or part, under Section 19 of 1976 PA 390, as amended, MCL 30.419, or the federal Public Assistance Grant Program (PAGP), Category B – Emergency Protective Measures. *Section 19 assistance is available to local jurisdictions under a Governor's "state of emergency" or "state of disaster" declaration issued pursuant to 1976 PA 390, as amended in the absence of federal public assistance*

- **Augment Evacuation Route Security.** The **(Jurisdiction Name)** Emergency Manager will coordinate with the **(Police Department)** and MDMVA to augment law enforcement security activities (i.e., observe and report, provide presence) on designated evacuation routes.

(LEGAL DEPARTMENT)

- **Legal Assistance and State Officials.** The **(Jurisdiction Type)** attorney may be called upon to address legal questions or issues arising from locally initiated or Governor directed evacuation. The **(Jurisdiction Type)** attorney may consult with the MDAG to draft evacuation orders or other Protective Action Orders associated with a Governor's declaration of disaster or emergency issued under 1976 PA 390, as amended, MCL 30.403.

- **Monitor and Investigate Price Gouging.** The **(Jurisdiction Type)** attorney will monitor pricing of gasoline, other commodities, and services to protect against "price gouging" during evacuation operations. The **(Jurisdiction Type)** attorney may request assistance from the MDAG to pursue these activities as well as follow up with civil and criminal charges in documented cases.

(COMMUNITY HEALTH DEPARTMENT)

- **Health Care Facilities.** The **(Jurisdiction Name)** Public Health Department, Regional Healthcare Coalitions and RMCCs track bed availability via the HAvBED portal and utilize EMTrack as tools to prepare information for MI CIMS situation updates. They will also provide technical assistance to assist hospital, nursing home, medical center and other health care facility evacuations.

SERVICES TO THE AGING

- **Monitor Evacuation.** The **(Jurisdiction Name)** Public Health Department will work with the MOSA and the affected Area Agency on Aging (AAA) to monitor the evacuation of the elderly and direct them to established shelters.

- **Homebound Information and Assistance.** The **(Jurisdiction Name)** Public Health Department and healthcare agencies will work with the MOSA and area AAAs to identify and provide onsite assistance to frail homebound seniors in the evacuation area.

(CORRECTIONS AGENCY)

- **Protect Prisoners, Staff and Visitors.** The **(Jurisdiction Name)** may need to evacuate individuals under its jurisdiction to secure their safety. The **(Jurisdiction Name),** the District Coordinator, and Michigan Department of Corrections (MDOC) will monitor and track via MI CIMS and report the ongoing status of evacuations and provide periodic updates to SEOC staff.

- **Shelter-In-Place vs. Evacuation.** Correctional facility evacuation is a last-resort protective action in dire circumstances. Sheltering-In-Place is the primary protective action for individuals in correctional facilities – most facilities are well stocked and contain failsafe systems adequate for most emergencies. Facility protective actions will be carried out in accordance with current facility emergency plans.

- **MDOC Assistance.** The MDOC can assist with providing cell space, transportation resources, security, and Emergency Response Team technical assistance to assist the evacuation of local jails provided it does not compromise security or negatively impact its ability to carry out its core missions.

(DEPARTMENT OF EDUCATION)

- **Protect Students, Staff and Visitors.** **(Jurisdiction Name)** **(Department of Education)** educational institutions may be required to evacuate during an emergency. The **(Jurisdiction Name)** **(Department of Education)** and Michigan Department of Education (MDOE) will report, monitor and track via MI CIMS.

(DEPARTMENT OF HUMAN SERVICES)

- **Assist Limited English Proficiency (LEP) Evacuees.** The County Human Services office can identify, notify and assist LEP clients in evacuation areas.

- **Greet Refugees.** The County Human Services office will coordinate with the MDHS and SEOC to greet evacuees from other Michigan localities or states who are transported by the State or federal agencies to direct them to designated reception and registration centers.

(DEPARTMENT OF LICENSING)

- The **(Jurisdiction Name) (Department of Licensing)** will monitor regulatory compliance and potential price gouging.

- Issues that arise regarding price gouging will be referred to MDLARA.

(PARKS AND RECREATION DEPARTMENT)

- **Park and Recreation Areas.** The **(Jurisdiction Name) (Parks and Recreation Department)** will evacuate individuals at parks and recreation facilities and coordinate with the MDNR to evacuate individuals at state parks and recreation areas.

- **Activity Logs.** The **(Jurisdiction Name) (Parks and Recreation Department)** will monitor and track the status of evacuations and provide incident status reports updates to the Incident Commander, EOC, and SEOC.

(POLICE DEPARTMENT)

- **Evacuation, Traffic Control, and Security.** The **(Jurisdiction Name) (Police Department)**, with as-needed assistance from the MSP, will enforce evacuation, monitor and control traffic, provide security and access control, and perform other necessary law enforcement functions appropriate to support the evacuation.

- **Law Enforcement Support.** The **(Jurisdiction Name) (Police Department)**, through the SEOC, may call upon the MSP, the MDMVA, and the MDNR to augment law enforcement and security-related activities, primarily to observe, report, and provide presence.

- **Enforce Governor's Authority.** As required, the **(Jurisdiction Name) (Police Department)** will assist the MSP in enforcing the Governor's authority related to directed compelled evacuation or other emergency provisions to the extent allowed under 1976 PA 390, as amended, MCL 30.405, 30.407, and 30.421.

- **Aerial Reconnaissance.** The **(Jurisdiction Name) (Police Department)** will provide, or request from the MSP, aircraft to conduct aerial fly-overs of the evacuation to monitor traffic flow, identify impediments, and assess the status of the evacuation.

- **MDOT Coordination.** The **(Jurisdiction Name) (Police Department)** and **(Public Works Department)** will coordinate with the MDOT regional office to implement traffic control measures on designated evacuation routes areas, including control of traffic signals, detours around and mitigation of impediments (e.g., construction zones), signage and message boards, and other appropriate measures.

- **MDMVA Coordination.** The **(Jurisdiction Name) (Police Department)** will coordinate with the MDMVA and the SEOC to avoid conflicts between military convoys and the general evacuation processes.

- **Marine Traffic.** The **(Jurisdiction Name) (Police Department)** can request assistance from the MDNR and Coast Guard to evacuate marine traffic.

- **Michigan Emergency Highway Traffic Regulation Plan (MEHTRP).** If required by incident circumstances, the **(Jurisdiction Name) (Police Department)** will assist the MDOT and MSP to implement the MEHTRP to regulate and control traffic on segments of the state highway network affected by the evacuation operation.

(TECHNOLOGY AND MANAGEMENT DEPARTMENT)

- **Protect Employees and Visitors.** The **(Technology and Management Department)** will evacuate individuals at **(Jurisdiction Name)** facilities.

- **Evacuation Information on (Jurisdiction Name) Website.** The **(Technology and Management Department)** will work with the PIO to develop and post evacuation-related information on the **(Jurisdiction Name)** website as soon as the need to evacuate is identified.

(TRANSPORTATION DEPARTMENT)

- **Secure Additional Resources.** If required, the **(Transportation Department)** may be able to provide additional mass transportation resources (e.g., buses, handicapped-accessible vans) to support of evacuation operations.

- **Comfort Stations**. The **(Transportation Department)** will coordinate with MDOT to establish and manage comfort stations along evacuation routes. Comfort stations will provide food, water, medical assistance, and shelter information for evacuees at intervals determined by MDOT. On multi-jurisdiction evacuation routes, the MEMAC will be activated.

- **Transportation Boarding Sites**. The **(Transportation Department)** will establish transportation boarding sites prior to an incident which will serve as primary meeting points for evacuees moving to shelters and provide transportation for those who need assistance traveling to the boarding sites.

- **Animal Transportation.** The **(Transportation Department)** will coordinate with agriculture / animal control, MDARD and MI-SART to provide the facilities and equipment necessary to evacuate animals from the affected area.

- **Fueling Stations for Emergency Vehicles**. The **(Transportation Department)** will coordinate with MDOT to strategically place fueling stations along evacuation routes primarily for emergency vehicles and vehicles used to transport evacuees to shelters.

- **Coordinate with Police.** The **(Transportation Department)** will coordinate with the Police and public works to formulate and implement traffic control measures on designated evacuation routes and in evacuation areas, including control of traffic signals and other devices, detours around and mitigation of impediments (e.g., construction zones), signage and message boards, and other appropriate measures.

- **Technical and Maintenance Assistance.** Technical and maintenance assistance will be provided by the **(Transportation Department)**, coordinating with MDOT, MSP, Police, and Public Works; and may include:
  - ➢ Road closures with the Police and MSP;
  - ➢ Barricades and signage to foster rapid traffic movement, removal of route hazards, directions and information, and access control;

- ➤ Select evacuation routes based on emergency needs; road capacity, condition, and geometry; bridge clearances; choke points; and evacuation direction;
- ➤ Evacuation route maintenance services to keep traffic moving;
- ➤ Real-time fixed electronic messaging capability on some roadway segments

- **Coordinate with MDOT AND USDOT.** The **(Transportation Department)** will, through the MDOT SEOC representative, request the USDOT Regional Emergency Coordinator in Illinois to restrict all transportation modes (air, rail, water, and vehicular) through the evacuation area during the evacuation.

- **Michigan Emergency Highway Traffic Regulation Plan.** If required by incident circumstances, the MDOT and MSP will jointly implement the Michigan EHTR Plan to regulate and control traffic on segments of the state highway network affected by the evacuation operation.

(ECONOMIC DEVELOPMENT AGENCY)

- **Public Information.** The **(Economic Development Agency)** will work with the **(Technology and Management Department)**, PIO and JIC to develop and post evacuation-related information on all **(Jurisdiction Name)** and **(Jurisdiction Name)** related websites and will coordinate with MDEC to provide such information at Michigan Welcome Centers in the vicinity affected by the evacuation.

- **Business Coordination.** The **(Economic Development Agency)** will work with the MDEC to coordinate with and provide information to businesses in the affected area.

JUDICIARY AND ELECTED OFFICIAL LIAISONS

- **Protect Employees and Visitors.** Courts and the offices of elected officials which are not located in **(Jurisdiction Name)** facilities are responsible to protect individuals in their facilities from harm, which may include the evacuating or sheltering in-place if such actions are required by incident circumstances.

- **Monitor Court Facility Evacuations.** The Judiciary Liaison will monitor and track the ongoing status of such evacuations via MI CIMS and direct contact and provide regular status updates to the Incident Commander, EOC, and SEOC.

MASS CARE SUPPORT

MASS CARE PLANNING ASSUMPTIONS AND CONSIDERATIONS.

- Locally-initiated evacuations will first use ARC and local mass care facilities until they are at capacity or otherwise unavailable.

- State-initiated (directed / compelled by Governor) or state-sanctioned (via agreement with the federal government and/or another state) evacuations will first use ARC and State of Michigan owned or operated mass care facilities as required by incident circumstances.

- The State is responsible for the shelter and care of out-of-state evacuees that it agrees to accept.

- An emergency in another state resulting in mass care operations in Michigan would likely result in a federal declaration under the Stafford Act. Under that declaration, many of the associated costs to the **(Jurisdiction Name)** and the State of Michigan will be eligible for reimbursement.

- The **(Jurisdiction Name)** Emergency Manager, State of Michigan, and ARC or another qualified NGO coordinate to manage mass care facilities. Because the **(Jurisdiction Name)** has few qualified shelter managers, expedient training will be provided to designated shelter managers when it becomes evident that additional mass care facilities will be opened. The Emergency Manager will arrange and coordinate training by qualified instructors.

- Mass care facilities are managed primarily by the ARC with coordinating assistance from the SEOC.

- Functional Needs support services will be provided in all mass care facilities so that individuals' access and Functional Needs can be adequately met.

- Out-of-state evacuees arriving at mass care facilities will have few resources with them and most will require a full range of basic services while being sheltered. Many of these individuals will not have identification or necessary documents to aid them in filing insurance claims.

- The duration of most mass care operations at state facilities will be less than two weeks. Some situations may require longer stays. Every effort will be made to transition evacuees to more appropriate temporary housing if it appears that they will be evacuated longer than expected.

- Mass care operations may have to co-exist with a shelter facility's primary functions during shelter operations. Every effort will be made to allow a facility's primary function to continue while the facility is used as a shelter – in some cases that may not be possible due to space constraints or incompatible uses.

- The Emergency Manager may request assistance from the SEOC to provide personnel and resources for mass care management and assistance.

- **(Jurisdiction Name)** mass care support resources are primary, state resources are secondary.

- Parking at mass care facilities will be prioritized for vehicles and resources related to mass care operations (i.e., emergency vehicles, buses, tents, etc.). Personal vehicles driven to mass care facilities may be re-directed to nearby locations that can accommodate large numbers of vehicles (i.e., high school, shopping center, etc.)

- Mass care safety and security issues are of concern to the evacuees seeking refuge.

- Shelters will issue identification cards for evacuees upon registration and create a list allowing only those with identification cards access throughout authorized areas (i.e., washroom, dining hall, recreation room, sleeping quarters, etc.) of the shelter for the remainder of its activation. Approved agencies, medical groups, and volunteer groups will also be granted access to accommodate the evacuees and support ongoing activities (i.e., feeding, entertainment, Functional Needs).

- Shelters will require **(Jurisdiction Name)** law enforcement support to monitor shelters with personnel assigned to specific posts throughout the shelter.

- Shelters using multiple buildings will implement curfews.

- Animal care during an emergency involves privately owned animals (e.g., livestock, common household pets), abandoned animals, animals belonging to or on loan to zoological societies, and publicly owned animals (e.g., wildlife).

  *Note: **(Jurisdiction Name)** ordinances relating to the care and treatment of animals, particularly abandoned animals will require coordination and communication as to how they will be enforced during the incident. Consideration should be given to issuing a press release emphasizing these laws.*

- The CART will coordinate with ARC to pre-identify partners or vendors that can assist in meeting the needs of Service Animals, including those already engaged in pet sheltering plans, local veterinarians, animal hospitals, and animal response teams.

- The **(Jurisdiction Name)** will have contracts with the state of Michigan, support agencies, NGOs, and surrounding municipalities to supplement resources, supplies, and equipment. Mutual aid agreements under the MEMAC must go through MSP/EMHSD. Based on identified evacuation and mass care needs, the MSP-EMHSD will request the assistance using the standard process required by the MEMAC. Assistance for evacuation and mass care purposes under the MEMAC may include, but is not limited to:
  - Transporting evacuees;
  - Providing food, clothing, housing, medicine, and medical care;
  - Technical assistance with specific aspects of the operation; or
  - Any combination of these forms of assistance.

- Activated shelters need to ensure space for resources, which should allow easy access for delivery vehicles. Shelter staff will be trained to distribute resources, as well as how to handle removal of trash, used medical equipment, damaged items, etc.

KEY RESOURCES

Key organizations, programs, personnel, equipment, facilities, and materials relevant to mass care support operations include:

Customize this list with local resources.

Mass Care Shelters. Mass care shelters are short-term lodging opened for evacuees providing mass care operations, including water, food, medical assistance, clothing, and victim identification. Shelters are pre-identified by the ARC and the **(Jurisdiction Name)** and are activated as the incident dictates. Mass care shelters also serve individuals with Functional Needs. Facility limitations must be considered during the site selection process. Support services will be required if the type and number of which varies by the nature and size of the sheltered population. For future planning purposes, these requirements are discussed in Attachment 8, Establishment of Shelters and Mission Package Requirements. Attachment 9 includes shelter design considerations as well as sample diagrams. Attachments 10, Intake Considerations and C-MIST and Attachment 10, Shelter Manager Checklist, provide details on the ARC's C-MIST intake method and management considerations of mass shelters. Attachment 11 provides sign templates for use within a shelter environment.

National Shelter System (NSS). The ARC maintains the NSS, a comprehensive nationwide database of shelter facilities identified by federal, state and local agencies, the ARC and other NGOs. The **(Jurisdiction Name)** is responsible for entering and maintaining its own shelter information in MI CIMS, which will be incorporated into the NSS. MI CIMS and the NSS are the primary mechanisms used to identify available shelters.

Specialized Medical Shelters. Shelters may be established to provide medical care which cannot be provided in a mass care Shelter. This may include existing structures or the MI-TESA unit.

C-MIST Intake. ARC uses a function-based approach known as C-MIST (Communication, Medical, Maintaining Independence, Supervision, and Transportation), which assesses individuals in need of additional response assistance including those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged.

WMD or Radiological Incident Decontamination. In incidents that require decontamination, reception centers will be established for humans and animals where medical resources are available for individuals who and animals which may be contaminated. Decontamination involves individuals being separated by sex and sent into rooms where disrobing, washing, and re-clothing occurs. Decontamination of livestock that are sheltered-in-place will need to be coordinated, including training and permitting to allow owners or other personnel to access the animals.

Animal Care Shelters. Pet shelters may be activated and located in close proximity to human shelters serving the same geographic area and providing basic care such as food, water, bedding, and veterinary medical resources.
- Pet shelters serve household pets (e.g., dogs, cats, rabbits, guinea pigs, etc.).
- *Companion Animals is an undefined term within federal or Michigan state government. The **(Name of Jurisdiction)** and ARC may choose to accept animals in shelters which fall outside the federal definition of household; however, the federal government would not provide reimbursement in these situations.*

- Pets or Exotic species that require specialized care or confinement will be referred to the CART for assistance.
- When facilities are not available within the evacuated area, CART will help coordinate safe sheltering.
- If livestock are evacuated, owners are responsible for transport to facilities supported by the **(Jurisdiction Name)** and CART.
- Animal shelters will register and track sheltered animals to facilitate reunification with their owners.

ARC / NGOs. Several NGOs may support evacuation and mass care operations. The ARC has a primary role in mass care support and will collaborate with the **(Department of Human Services)**, support agencies, and NGOs through MIVOAD. ARC provides mass care services to all disaster victims as outlined in its charter provisions enacted by Congress in January 1905 and the federal Stafford Act regardless of state or federal declaration. The ARC's role in mass care operations may include but is not limited to:
1) Establish and operate mass care shelters and feeding facilities for disaster victims and emergency workers;
2) Provide supplemental disaster health services;
3) Coordinate bulk distribution of emergency relief items;
4) Support reunification activities; and
5) Mobilize emergency relief stockpiles such as cots, blankets, food, water, clean-up kits, and comfort kits from ARC, regional, and national supply centers.

Michigan Transportable Emergency Surge Assistance Medical Unit (MI-TESA). MI-TESA is a 140-bed mobile field hospital. MI-TESA can be deployed virtually anywhere to treat patients needing primary care. MI-TESA includes a 100-bed unit based in Metro Detroit and a 40-bed unit based in Southwest Michigan and can be mobilized as one or multiple pieces to provide medical assistance to patients in need of primary care that are expected to be released within 23 hours of admission. Admitted patients would have symptoms or conditions similar to chronic obstructive pulmonary disease (COPD), asthma, congestive heart failure, chronic pain syndrome, behavioral conditions, and patients needing IV hydration and IV antibiotic therapy. Features include:
- Rigid aluminum frame base
- Insulated roof and walls and a hard roll-out flooring system
- Power, climate control, and generators
- Hygiene centers, work stations, and water purification systems
- Separate staff and patient entrance and outpatient exit
- Trauma, Medical training, Pharmacy, and Neonatal units
- Isolation ward and unit with negative air pressure
- Supply and staffing shelters

College and University Housing Resources. Subject to the discretion of the institution and availability of facilities, student dormitories and apartments and other suitable facilities at Michigan's 15 public colleges / universities could be used to temporarily shelter evacuees until arrangements could be made for more permanent housing options. Public colleges and universities are autonomous institutions and are not considered "state" facilities in the traditional sense.

MEMAC / EMAC. Supplemental materiel and technical assistance to support mass care operations can be procured by the MSP/EMHSD, as necessary, through the national EMAC and/or state-level MEMAC.

CART / MI-SART. The County Animal Response Team (CART) will mobilize as necessary to address animal care and support issues during evacuation and mass care operations. The CART and **(Jurisdiction Name)** may request assistance from MI-SART or relevant NGO's as necessary. Refer to the MEMP Animal Care Support Plan for details.

Michigan Volunteer Registry (Shelter Managers / Volunteers). The MVR can be accessed by approved administrators to obtain the names of individuals who are willing to volunteer and have experience in shelter management. The MSP/EMHSD and MDHS will work with the MDCH to generate and vet a list of possible candidates for available positions based on situational needs and to assure coordination with agencies responsible for staffing shelters.

Michigan Volunteer Defense Force. Upon request, MVDF volunteers can staff various positions in mass shelters and generally support mass care operations.

Michigan Citizen Corps / Michigan Community Service Commission. If additional volunteers are required for mass care operations, the Michigan Citizen Corps (through Community Emergency Response Teams – CERTs) and/or the MDCH / Michigan Community Service Commission (through the AmeriCorps or other programs) can be requested to provide individuals for service. Availability of volunteers under both programs will be dependent on existing programmatic commitments and requirements.

MDCH Regional Medical / Health Care Coalitions. The MDCH regional HCCs can assist local medical / health agencies and involved federal and/or NGO medical / health resources in coordinating medical and health related resources required in mass shelters. This includes the general shelter population as well as any Functional Needs populations that may be sheltered in separate facilities.

Community Mental Health Agencies. Community Mental Health Agencies can provide mental health services to the sheltered population in conjunction with any involved federal and/or NGO mental health / crisis counseling resources. Assistance may be provided onsite (at shelters) and/or offsite (in CMH office settings) once shelters are closed at the conclusion of the mass care operation.

RESPONSIBILITIES, TASKS and EXECUTION

(Jurisdiction Name) should consider the following task assignments with regard to mass care operations. Actual incident circumstances will dictate whether or not specific task assignments are appropriate for implementation.

(CHIEF ELECTED OFFICIAL)

- **Provide for Temporary Emergency Housing.** The **(Chief Elected Official)** can provide for the availability and use of temporary emergency housing in certain **(Jurisdiction Name)** facilities for persons that have been evacuated or rendered homeless. This may require displacement of existing functions at the selected facilities for the duration of the emergency shelter operation. Such action may incur costs for the **(Jurisdiction Name)** that will factor into the decision making process.

- **Suspend Regulatory Statutes, Orders, or Rules.** A mass care effort utilizing **(Jurisdiction Name)** facilities may require alteration of existing ordinances or rules pertaining to the operation of such facilities and/or the conduct of functions that may be displaced at the facilities to accommodate the sheltering of evacuees.
  *Note: Adjust to reflect authority of the **(Chief Elected Official)**'s authority to initiate such changes under local law.*

- **Authorize Public Information.** The **(Chief Elected Official)**'s PIO authorizes and coordinates the content and dissemination of information releases by the JIC related to support of mass care operations.

- **Authorize Use of (Jurisdiction Name) Resources.** A mass care operation will require the use of many types of **(Jurisdiction Name)** resources – personnel time, facilities, equipment, supplies and materials, and financial resources. The **(Chief Elected Official)** will authorize the use of **(Jurisdiction Name)** resources via declaration of a "state of emergency" or "state of disaster" under 1976 PA 390, as amended, MCL 30.403 and 30.404, and/or by other means (e.g., Executive Order or Directive).

- **Seek State Assistance.** Mass evacuation and mass care operations will likely require state and federal assistance to help **(Jurisdiction Name)** provide services in a timely manner and to recoup some or all of the response and recovery costs incurred. The **(Chief Elected Official)** will seek such assistance, as appropriate, via the State and FEMA under the federal Stafford Act or other authorities. The MSP/EMHSD will serve as the conduit to the Governor and FEMA for all such requests and will provide technical assistance to develop the request letter / package.

EMERGENCY MANAGEMENT

- **Facilitate Mutual Aid.** The **(Jurisdiction Name)** Emergency Manager will seek resources through the MEMAC, the ARC or NGOs to fill resource gaps identified in the mass care operation. The Emergency Manager will coordinate with the SEOC to determine the need for requesting EMAC assistance. Depending on the size and anticipated duration of the mass care operation, supplemental resources may be needed for mass care management, transportation services, law enforcement, security, logistics, donations management, health and medical services, animal care support, and other needs.

- **Michigan Disaster Logistics Management Plan.** The **(Jurisdiction Name)** Emergency Manager will coordinate with the MSP/EMHSD if the Governor or MSP/EMHSD determines it is necessary to implement the Michigan Disaster Logistics Management to facilitate a significant infusion of disaster "commodities" (relief supplies, equipment, and technical assistance to meet basic recovery needs or life sustainment needs of the sheltered population.

- **Monitor Human Services in Presidentially Declared Disasters.** If the initiating incident results in a major disaster or emergency declaration under the federal Stafford Act, the **(Jurisdiction Name)** Emergency Manager will coordinate with the State Individual Assistance Officer (SIAO) as the SIAO monitors human services to ensure that sheltered and affected individuals are provided the full range of services required to meet their needs.

- **Coordinate Temporary Housing.** The **(Jurisdiction Name)** Emergency Manager will coordinate with the ARC and MSP/EMHSD to identify and procure additional shelter facilities, as needed.

- **Food Procurement and Warehousing.** The **(Jurisdiction Name)** Emergency Manager will coordinate with MDARD to procure necessary and warehousing facilities and possible food supplies.

- **Mobilize Michigan Citizen Corps Volunteers.** The **(Jurisdiction Name)** Emergency Manager will coordinate with the **(Jurisdiction Name)** and the Community Emergency Response Team (CERT) Coordinator to arrange for available volunteers to assist with mass care operations.

- **Shelter Parking.** The **(Jurisdiction Name)** Emergency Manager will assist the shelter operator to identify several alternatives for off-site parking and will prepare the necessary agreements to permit parking at the alternate locations. Depending on circumstances (e.g., school calendar, disaster conditions, etc.), one or more parking alternative may not be available.

- **Coordinate MDMVA Assistance.** The Emergency Manager will coordinate with the MDMVA via the SEOC when incident conditions warrant the need for assistance including but not limited to providing security support at mass care facilities, providing food service support, providing supplemental transportation support, identifying and making available shelter space at MDMVA facilities, as required, and identifying and mobilizing mass care volunteers from the Michigan Volunteer Defense Force.

(AGRICULTURE / ANIMAL CONTROL)

- **Fairground Facilities.** The **(Jurisdiction Name) (Agriculture/Animal Control)** will coordinate with Fairgrounds facilities that could be used for mass shelters or to provide support to mass care operations. County fair boards and fair / exposition industry associations maintain management contacts with MDARD.

- **Animal Support.** The **(Jurisdiction Name) (Agriculture/Animal Control)** will coordinate with the CART, veterinary care providers, and/or MI-SART to address care issues for evacuee household pets. This may include the coordination of vaccinations and licensing, temporary sheltering and care of animals, and the development and dissemination of information to pet owners regarding state and local animal laws and regulations.

(HOUSING DEPARTMENT)

- **Housing Resources.** The **(Jurisdiction Name) (Housing Department)** will determine the availability of housing resources that are ADA compliant and could be used as temporary shelters.

(LEGAL DEPARTMENT)

- **Counsel to (Jurisdiction Name) Officials.** The **(Jurisdiction Name) (Legal Department)** will provide legal counsel to **(Jurisdiction Name)** staff regarding the operation of shelter facilities as well as specific issues related to evacuees temporarily residing in those shelters.

(CIVIL RIGHTS DEPARTMENT)

- **Civil Rights Interventions.** The **(Jurisdiction Name) (Civil Rights Department)** will investigate civil rights violations claims pertaining to shelter facility admittance and/or accommodations, as well as the operation and general living environment of shelter facilities.

(COMMUNITY HEALTH DEPARTMENT)

- **Medical Supplies.** The **(Jurisdiction Name) (Community Health Department)** will coordinate with ARC and designate medical stations where nursing and staff assistance for health concerns will be available. Nurse's kits will be stocked and maintained in all pre-identified shelters. Prior to predicted disasters, the kits will be checked and additional supplies made available depending on the nature and severity of the predicted disaster.

- **Mobilize Michigan Volunteer Registry.** The **(Jurisdiction Name) (Community Health Department)** will coordinate with the ARC and the MDCH to identify and mobilize volunteers with skills and experience in mass care operations and management.

- **Communicable Disease in Shelters.** Mass care environments are vulnerable to communicable disease. The **(Jurisdiction Name) (Community Health Department)** will coordinate with the ARC and MDCH monitor evacuees as they register at shelters and conduct periodic monitoring of evacuees throughout the mass care operation, and promptly following up with appropriate measures to prevent or mitigate outbreaks.

- **Mental Health Needs Assessment.** This will be accomplished using Community Mental Health Services Program (CMHSP) resources with assistance from participating human service NGOs as appropriate. Assessments may be conducted as part of the initial disaster assessment process, as part of the shelter registration process, or in the shelter through referral and/or direct observation.

- **Crisis Counseling and Medical Services.** The **(Jurisdiction Name) (Community Health Department)** will coordinate with the ARC and MDCH to make Crisis Counseling and Medical Services available to sheltered evacuees.

- **MI-TESA.** The **(Jurisdiction Name) (Community Health Department)** will coordinate with MDCH via pre-established emergency management protocols to request deployment of MI-TESA if field hospital capabilities are required.

SERVICES TO THE AGING

- **Needs Assessment and Assistance to the Elderly.** The **(Jurisdiction Name) (Community Health Department)** will coordinate with the ARC, AAA and MDCH/MOSA to do a Needs Assessment and provide appropriate assistance to elderly shelter residents.

(CORRECTIONS AGENCY)

- **Support Shelter Operations.** If required, resources from **(Jurisdiction Name) (Corrections Agency)** may be used to support mass care operations, but only if their facility needs are adequately met.

- **Shelter Security Support.** The **(Jurisdiction Name) (Corrections Agency)** may be able to assist law enforcement and/or private security resources in providing security at mass shelters.

(DEPARTMENT OF EDUCATION)

- **Sheltering in Schools.** The **(Jurisdiction Name) (Department of Education)** may have space available in non-instructional areas of schools to temporarily house evacuees until more appropriate space is located.

- **USDA Food Commodities.** The **(Jurisdiction Name) (Department of Education)** will coordinate with the MDOE to determine the availability of USDA food supplies to assist with feeding evacuees in shelters.

(DEPARTMENT OF HUMAN SERVICES)

- **Coordinate Human Services.** The **(Jurisdiction Name) (Department of Education)** will coordinate with the ARC, involved NGOs, other **(Jurisdiction Name)** agencies and MDHS to assure basic sustenance and comfort needs of the sheltered population are being met to the extent possible.

- **The Michigan Disaster Donations Management Plan.** The **(Jurisdiction Name) (Department of Education)** will coordinate with the MDHS to implement the Michigan Disaster Donations Management Plan at the discretion of the Governor or MSP/EMHSD if the mass care operation may or does cause a significant outpouring of unsolicited donations of goods or services.

- **Translator Services.** The **(Jurisdiction Name) (Department of Education)** will coordinate with the ARC, involved NGOs, other **(Jurisdiction Name)** agencies and MDHS to assure that individuals with LEP or deaf or hard of hearing are provided assistance.

- **Mobilize Volunteers from the MCSC and NGOs.** The **(Jurisdiction Name) (Department of Education)** will coordinate with the Michigan Community Service Commission to identify and mobilize volunteers for mass care operations through the AmeriCorps or other programs. In addition, volunteers from the ARC and NGOs can be arranged through the Michigan Voluntary Organizations Active in Disaster (MIVOAD), or directly from certain NGOs such as the American Red Cross (ARC).

FIRE DEPARTMENT

- **Provide Fire Inspection Services.** If requested, the **(Jurisdiction Name) (Fire Department)** will conduct fire safety inspections at mass care facilities used as shelters.

(PARKS AND RECREATION DEPARTMENT)

- **Park Facilities and Campgrounds.** The **(Jurisdiction Name)** parks and recreation camping areas could be used to temporarily house evacuees until more permanent shelters are arranged.

- **Staging Areas.** The **(Jurisdiction Name)** parks and recreation areas might also be used as resource staging areas or emergency personnel camps.

(POLICE DEPARTMENT)

- **Security.** The **(Jurisdiction Name) (Police Department)** will assist the ARC with security at mass care facilities.

(TECHNOLOGY AND MANAGEMENT DEPARTMENT)

- **IT Support.** The **(Technology and Management Department)** will provide information technology support to mass care facilities owned by the **(Jurisdiction Name)**.

- **Identify Shelter Space.** The **(Jurisdiction Name) (Technology and Management Department)** will identify **(Jurisdiction Name)** owned facilities that may be used as temporary shelters.

(TRANSPORTATION DEPARTMENT)

- **Mass Transit Resources.** The **(Jurisdiction Name) (Transportation Department)** will provide available resources to transport the sheltered population to locations providing essential functions on a regular basis.

- **Animal Transportation.** The **(Jurisdiction Name) (Transportation Department)** will coordinate with animal care groups, CART, and/or MI-SART to facilitate transportation of animals to animal care shelters.

AMERICAN RED CROSS (ARC)

- **Mass Care Operation.** Establish and operate mass care shelters and feeding facilities for disaster victims.

- **Mass Care Guidance.** Provide mass care guidance to the MDHS, support departments / agencies and NGOs.

- **Support.** Support and coordinate sheltering, feeding, supplemental disaster health services, and bulk distribution of emergency relief items.

- **Reunification.** Reunification will be done through ARC's "Safe and Well" web site and in coordination with the MDHS, support departments, and NGOs.

- **Relief Supplies.** The ARC can mobilize stockpiles of essential emergency relief supplies (e.g., cots, blankets, food, water, clean-up kits, personal comfort kits, etc.) from ARC chapters throughout the region as well as Disaster Field Supply Centers located around the country.

- **Trained Personnel.** The ARC can provide trained personnel from its Disaster Services Human Resources (DSHR) system in Michigan to staff mass care operations, drawing upon trained personnel from other chapters and units throughout the United States.

- **Service Animals.** While the owner is responsible for the care of the service animal, ARC will help provide food and supplies for service animals when needed (e.g., food/water dishes, hygienic disposal of waste, and portable kennels for containment if requested).

- **Shelter Closure and Restoration.** Using guidance developed from the American Red Cross Shelter Operations Manual, both ARC and **(Jurisdiction Name)** will close shelters by complying with the following guidelines:
  - Coordinate with **(Jurisdiction Name)** support agencies to assist evacuees returning to their homes;
  - Ensure all evacuees are properly informed of the shelter closure procedures;
  - Inventory all supplies owned by the facility that were used in the shelter, identify lost or damaged items, and re-stock all facility supplies (i.e., food, medical, clothing, etc.) that were used;
  - Arrange to return all borrowed equipment and resources;
  - Thoroughly clean and sanitize all areas of the shelter (i.e., kitchen, washroom, dining hall, sleeping quarters, etc.);
  - Turn in all records and other documentation to the shelter manager;
  - Prepare and submit a narrative report of activities, noting accomplishments, problems and how they were solved, and recommendations for future relief operations; and
  - Staff is offered an opportunity to debrief with Mental Health services.

MIVOAD

- **Mass Care Support.** As required and within available resources, the MIVOAD will coordinate with the **(Jurisdiction Name)**, appropriate state agencies, and the ARC to provide shelters with supplemental support. Assistance may include but is not limited to:
  - Basic sustenance (i.e., food, water, baby formula)
  - Cots / blankets / bedding

- o Basic first aid / medical care / health screening
- o Basic counseling (crisis / spiritual)
- o Transportation assistance (i.e., for essential purposes such as medical appointments, employment)
- o Child care assistance (i.e., for essential purposes such as medical appointments, employment)
- o Essential medical equipment (e.g., wheel chairs, walkers, canes, etc.)

The **(Jurisdiction Name)** EOC with the assistance of the SEOC and designated shelter managers will coordinate ARC and NGO assistance. Appropriate entries will be made in MI CIMS to ensure a permanent record is maintained of the coordination that occurred and the assistance that was rendered.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.

THIS PAGE INTENTIONALLY LEFT BLANK.

FUNCTIONAL NEEDS POPULATIONS

FUNCTIONAL NEEDS PLANNING ASSUMPTIONS AND CONSIDERATIONS

- "Functional Needs" definitions vary and may not include the full range of Functional Needs. Functional Needs may include; intellectual disabilities, mental health disabilities, physical disabilities and developmental disabilities. Functional Needs populations are difficult to quantify unless tied to assistance programs or advocacy groups. Attachment "**XX**" provides Census-based estimates for planning purposes which can be augmented by **(Jurisdiction Name)** data. Other sources of data include Michigan Community Mental Health and school district enrollment data. The "Kids Count" initiative of the Annie E. Casey Foundation maintains data on young children with disabilities The Michigan Department of Education also has data that reflects children with physical and cognitive disabilities.

- The **(Implementing Agency)** and steward state department will provide Functional Needs population data for recovery planning efforts and the recovery procedures found in the **(Name of Jurisdiction Emergency Operations Plan)** and stand-alone support plans.

- Evacuating Functional Needs persons, especially those with disabilities, will require extra time, special equipment and accommodation.

- Functional Needs persons will need evacuation and sheltering assistance provided by family members, care givers, advocates, NGOs, and governmental agencies.

- Functional needs population care givers and advocates will take reasonable steps to evacuate and sustain persons in their care for up to 72-hours post-incident, after which the majority of persons will need additional assistance.

- "Homebound frail" Functional Needs persons will need to shelter in-place with assistance unless they are in imminent danger.

- Institutions with Functional Needs populations (e.g., universities, nursing homes, adult foster care, and assisted living facilities, etc.) will provide the **(Jurisdiction Name)** with current evacuation plans.

- Correctional facilities typically shelter in-place unless there is imminent danger to prisoners, staff and visitors.

- **(Jurisdiction Name)** correctional facilities will be evacuated at the discretion of **(Implementing Agency)** per its policies and procedures.

- State correctional facilities will be evacuated at the discretion of the Michigan Department of Corrections per its policies and procedures.

KEY RESOURCES

> *Note: Customize this list with local resources.*

ADA Compliant Shelters.   Shelters are made ADA compliant to facilitate their use by Functional Needs individuals. Attachment 12, Shelter Accessibility provides details and links to assess a shelter's suitability for ADA compliance and Functional Needs accommodations. Signage for persons with learning disabilities as well as consultation from persons who are wheelchair dependent will enhance accessibility.

Functional Needs Populations. Appendix 13, Functional Needs Demographics contains statewide Functional Needs demographics by county and municipal emergency management / homeland security program. This can be pared down to the **(Jurisdiction Name)** and surrounding jurisdictions.

Functional Needs Preparedness. It is crucial that mass care and transportation be established and supplied to meet the needs of the community. Attachment 14, Functional Needs Worksheets, provides a beginning point, in addition to the ARC's C-MIST intake procedure described in Attachment 10, to plan for the needs of various Functional Needs groups within the community.

Animal Sheltering. Discussed throughout this plan, the establishment of stand-alone, co-located, or cohabitated shelters are essential to providing for the needs of the population. Attachment 18, Animal Transport, Sheltering and Mass Care, provides additional information on the needs of Animal Shelters to accommodate their inhabitants.

AAA Frail Homebound Seniors List. AAA maintains a list of frail homebound seniors which can be used to locate and provide assistance to those individuals who need assistance. Sheltering-in-place may be the preferred option unless their life is in imminent danger.

Michigan Disability Concerns Commission. The MCDC, including the Division on Deaf and Hard of Hearing, can provide assistance to deaf and hard of hearing evacuees as well as evacuees with other disabilities in a mass care setting.

Michigan Bureau of Services for Blind Persons. The MCB provides services to blind and visually impaired individuals to help them attain employability and function independently and can provide such assistance to blind and visually impaired evacuees in mass care settings.

Michigan Department of Education The MDOE's Michigan School for the Deaf in Flint could assist school-age evacuees who are deaf.

Michigan Rehabilitation Services. Michigan Rehabilitation Services (MRS), housed within the MDHS, provides a wide array of assistance services to persons with disabilities to enable them to gain employment and function independently. The MRS also operates the Michigan Career and Technical Institute (MCTI) offers state-of-the-art vocational and technical education training programs in 14 different career areas for adults with disabilities. These programs are available to long-term evacuees with qualifying disability status who must be referred through MRS or partner agencies. Complete information regarding all training programs and requirements is available on the MCTI website: www.michigan.gov/mcti. MRS counselors are also available at the 25 Michigan Works! Service Centers located around the state.

Cultural Organizations. The **(Jurisdiction Name)** will coordinate with cultural and language group organizations prior to and during evacuation and mass care operations to assure awareness of evacuation procedures and shelter locations among all language and cultural groups.

Nongovernmental Relief Organizations. ARC, MIVOAD, Salvation Army and other NGOs will assist and support Functional Needs populations in mass care facilities.

Religious Organizations. The **(Jurisdiction Name)** will coordinate with organizations to identify and support the needs of individual and group religious beliefs and practices in mass care facilities.

Interpreters and Translators. Interpreters and translators may be arranged through local and state agencies and NGOs.

- *The (Jurisdiction Name) can provide (specify language) interpretation services. (Customize as applicable.)*

- MDHS and its Michigan Community Service Commission can arrange services via bilingual staff and contracted or volunteer services.

- The Michigan Disability Concerns Commission - Division on Deaf and Hard of Hearing can arrange interpreters for the deaf and hard of hearing. Their website can be accessed to search for interpreters in the local area: www6.dleg.state.mi.us/interpreter/

- The Michigan Bureau of Services for Blind Persons can provide services to assist blind and visually impaired evacuees.

- The MDCH Michigan Volunteer Registry can be searched by administrators to identify bilingual volunteers.

- The Michigan Department of Civil Rights and the Michigan Hispanic Latino Commission may have bilingual staff available for service or may be able to assist in identifying other appropriate individuals that can provide bilingual services.

- NGOs such as the ARC and MIVOAD may be able to provide or locate individuals with interpreting capabilities to assist in a mass care setting.

- During Stafford Act declared incidents, FEMA may provide bilingual interpreters and translators or individuals to assist in communicating with other Functional Needs evacuees through its Disaster Assistance Employees (DAEs) or via assignment to federal agencies with available resources.

EMAC and MEMAC. The MSP/EMHSD can help arrange Specific Functional Needs Support Services through the State MEMAC or national EMAC.

CART and MI-SART. The Community / County and/or Michigan State Animal Response Teams will mobilize as necessary to address animal care and support issues. Information regarding the Michigan State Animal Response Team can be found at www.michigansart.org.

FEMA Personal Assistance Services in Emergencies (PAS). Available by State request, PAS helps Functional Needs individuals attain the same level of independence as they would have at home. PAS assists with basic needs and medical services and includes a 25% cost share on the part of the State of Michigan.

OPHP Modular Emergency Medical System. The OPHP MEMS includes the Regional Medical Coordination Center, Alternate Care Center, Neighborhood Emergency Help Center, and Casualty Transport System.

MEDDRUN, CHEMPACK and Strategic National Stockpile (SNS). The OPHP coordinates Michigan's MEDDRUN, CHEMPACK, and SNS programs.

Bariatric Cots. The OPHP has a cache of bariatric cots that can be requested through appropriate emergency management channels.

At-Risk Populations eTool. Located at www.orau.gov/sns/atrisktool, the At Risk Population eTool helps create a Community Outreach Information Network.

RESPONSIBILITIES, TASKS and EXECUTION.

(Jurisdiction Name) departments should consider the following task assignments regarding Functional Needs populations in addition to the assignments listed under the Emergency Support Functions and relevant Disaster Specific Procedures. Actual incident circumstances will dictate appropriate specific task assignments.

(CHIEF ELECTED OFFICIAL)

- **Solicit Donations.** The **(Chief Elected Official)** may solicit donated goods and services to facilitate care and sheltering of Functional Needs populations through the State's donations web site, the media, and direct contact with providers. Direct appeal is only employed as part of a comprehensive logistics strategy and public information campaign implemented with the EOC.

- **Coordinate with MDHS.** If a general appeal is made through the State's donations web site or the media, MDHS will implement the Michigan Disaster Donations Management Plan to handle the expected influx of donated goods and services.

EMERGENCY MANAGEMENT

- **Procure Resources.** The **(Jurisdiction Name)** Emergency Manager will seek resources through MEMAC, NGOs, the SEOC, EMAC, or FEMA (under a Stafford Act declaration), to fill identified resource or capability gaps for the care of Functional Needs populations. This may include but is not limited to:
  - ➢ Wheelchairs, beds, and similar durable medical equipment
  - ➢ Accessible transportation services
  - ➢ Interpreter / translator services for non-English speaking, deaf / hard of hearing, or blind individuals
  - ➢ Animal care resources (refer to Animal Care Support Annex)
  - ➢ Health / medical services for specific, targeted populations

- **Monitor Human Services Provision in Presidentially-Declared Disasters.** If the incident results in a major disaster or emergency declaration under the Stafford Act, the **(Jurisdiction Name)** Emergency Manager will coordinate with the SIAO to monitor the provision of human services to ensure that Functional Needs populations and other affected individuals are being provided with the full range of services required to meet their basic needs.

- **Identify Functional Needs Populations.** The **(Jurisdiction Name)** Emergency Manager will coordinate with the SEOC to identify Functional Needs populations who may be affected by the incident and will provide a mechanism to locate them using a combination of demographic statistics and registries created and maintained by the **(Jurisdiction Name)** in cooperation with the American Red Cross and other area advocacy agencies.

(AGRICULTURE / ANIMAL CONTROL)

- **Animal Support.** The **(Jurisdiction Name) (Agriculture/Animal Control)** will coordinate with County Animal Response Teams (CARTs) and veterinary care providers to address care issues for evacuee household pets. This may include the coordination of vaccinations and licensing, temporary sheltering and care of animals, and the development and dissemination of information to pet owners regarding state and local animal laws and regulations.

(LEGAL DEPARTMENT)

- **Counsel to (Jurisdiction Name) Officials.** The **(Jurisdiction Name) (Legal Department)** and MDAG's SEOC representative will provide prompt analysis and resolution of legal issues generated by the sheltering, care, and treatment required by Functional Needs populations.

(CIVIL RIGHTS DEPARTMENT)

- **Resolve Civil Rights Claims.** The **(Jurisdiction Name) (Civil Rights Department)** will mobilize departmental staff and coordinate with MDCR representatives in the SEOC to investigate, intervene in, and resolve claims of violations of civil rights or other laws and regulations pertaining to specific Functional Needs populations as they arise from individuals or groups receiving shelter, care and treatment in **(Jurisdiction Name)** shelters.

(COMMUNITY HEALTH DEPARTMENT)

- **Mobilize Michigan Volunteer Registry.** The **(Jurisdiction Name) (Community Health Department)** will coordinate with the ARC and the MDCH to identify and mobilize volunteers with skills suited for Functional Needs populations, including but not limited to:
  - Skill or willingness to work with individuals with physical or intellectual disabilities;
  - Transportation services for physically challenged individuals;
  - Interpreters or translators for non-English speaking, deaf, hard of hearing, or blind individuals;
  - Assistance for individuals with pets and service animals (refer to Animal Care Support Annex); and
  - Health and medical service practitioners for specific, targeted populations
  The MDCH EMC can arrange for database searches upon request through the SEOC.

- **Coordinate Medical Services.** The **(Jurisdiction Name) (Community Health Department)** will coordinate with the MDCH to identify and address the unique health needs of Functional Needs populations. Services are coordinated through MDCH regional health care coalitions, local health agencies, and involved federal and NGO medical resources.

- **Coordinate Assistance to the Aging.** The **(Jurisdiction Name) (Community Health Department)** will coordinate with the AAA and MOSA to identify and articulate the needs of and monitor assistance provided to the elderly, particularly frail homebound seniors and to ensure appropriate care during evacuation and mass care operations. If in-place sheltering is implemented, the AAAs will ensure that basic sustenance is provided.

- **Healthcare Messaging.** The **(Jurisdiction Name) (Community Health Department)** will coordinate crisis emergency risk communication messaging related to health implications of the disaster. The MDCH makes available many fact sheets that have been translated into a wide variety of languages.

(CORRECTIONS AGENCY)

- **Functional Needs Resources.** The **(Jurisdiction Name) (Corrections Agency)** will coordinate with the Emergency Manager, state correctional facilities and Correctional Industries to support Functional Needs populations, assuming MDOC and facility needs are met first, including but not limited to:
  - ➢ Personnel and vehicles to transport physically challenged individuals;
  - ➢ Furniture (e.g., cots / beds, tables, etc.) for physically challenged individuals in shelters;
  - ➢ Interpreters and translators for non-English speaking, deaf, and hard of hearing individuals; and
  - ➢ Healthcare practitioners for specific, targeted populations.

(HOUSING DEPARTMENT)

- **Temporary Housing Assistance.** The **(Jurisdiction Name) (Housing Department)** will coordinate with the Michigan State Housing Development Authority (MSHDA) to provide assistance in obtaining temporary (or permanent) housing for Functional Needs individuals, including individuals who are mentally and/or physically challenged and individuals who are homeless due to either pre-incident circumstances or incident-related impacts.

(DEPARTMENT OF HUMAN SERVICES)

- **Cultural Considerations**. Coordination with appropriate cultural organizations will be accomplished early in the evacuation and mass care operations, as necessary, to ensure that non-English speaking and culturally identified populations are aware of the need to evacuate and the locations of mass care facilities.

  Note: Examples may include: Arab American and Chaldean Council, Michigan Latino Network, Southwest Solutions, Council of Asian Pacific Americans, Tribal government (modify as appropriate)

- **Cultural Meeting Space.** Space will be made for cultural and religious practices when possible.

- **Transportation.** The **(Jurisdiction Name) (Department of Human Services)** will secure the transportation assets necessary to evacuate the Functional Needs population.

- **Disability Advocacy.** The **(Jurisdiction Name) (Department of Human Services)** will coordinate with the Michigan Department of Civil Rights to provide assistance to individuals with disabilities in a mass care setting.

- **Translator Services.** The **(Jurisdiction Name) (Department of Human Services)** will coordinate with the SEOC and the following State of Michigan commissions to provide interpreter / translator services to Functional Needs evacuees:
  - ➢ Michigan Department of Civil Rights Division on Deaf and Hard of Hearing can arrange interpreters for deaf / hard of hearing individuals
  - ➢ Michigan Bureau of Services for Blind Persons can provide translator services for blind / visually impaired individuals
  - ➢ Michigan Hispanic Latino Commission can identify bilingual services for Spanish speaking individuals

- **Identify Liaisons.** The **(Jurisdiction Name) (Department of Human Services)** will coordinate with local agencies and NGOs and the MDCH, to arrange services / assistance for specific Functional Needs groups. This may include but is not limited to organizations representing individuals with:
  - ➢ Specific mental and/or physical disabilities
  - ➢ Specific religious, cultural, racial, ethnic, gender or national origin identities
  - ➢ Specific socio-economic or lifestyle situations

- **Mobilize Volunteers.** The **(Jurisdiction Name) (Department of Human Services)** will coordinate with the MCSC, Michigan AmeriCorps and other voluntary programs, to identify and mobilize volunteers with Functional Needs skill sets. This may include but is not limited to the following:
  - ➢ Persons skilled at working with individuals with physical or mental disabilities and with a willingness to do so
  - ➢ Transportation services for physically challenged individuals
  - ➢ Interpreter / translator services for non-English speaking, deaf / hard of hearing, or blind individuals
  - ➢ Animal care assistance for individuals with pets and service animals (refer to Animal Care Support Annex)

(TECHNOLOGY AND MANAGEMENT DEPARTMENT)

- **Identify Mass Care Space.** The **(Jurisdiction Name) (Technology and Management Department)** will identify facilities owned by the **(Jurisdiction Name)** that may be used for mass care for Functional Needs evacuees.

- **Contracted Support Services.** The **(Jurisdiction Name) (Technology and Management Department)** will contract needed supplies and services to support Functional Needs populations through established procurement processes. This may include but is not limited to:
  - ➢ Personnel and transport vehicles
  - ➢ Furniture (e.g., cots / beds, tables, etc.) for physically challenged individuals
  - ➢ Interpreter services for non-English speaking, deaf, hard of hearing, or blind individuals
  - ➢ Healthcare practitioners for specified populations

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.

THIS PAGE INTENTIONALLY LEFT BLANK.

ACCESS CONTROL / SECURITY

ACCESS CONTROL AND SECURITY PLANNING ASSUMPTIONS AND CONSIDERATIONS.

- Without adequate access control and security, evacuated areas will be entered, and looting of unoccupied buildings or other criminal activities will occur.

- Persons in evacuated areas may place themselves in harm's way or threaten public safety and security by their intended or unintended actions.

- Entry to evacuated areas will be permitted only to persons with valid photo id, with legitimate needs, and for a specified time and purpose. A disaster area pass system may be implemented per MSP Official Order No. 40 / Enclosure 2 or a similar locally-developed system.

- Access control and security positions will be staffed 24-hours daily for the duration of the evacuation.

- Access control and security is the responsibility of local law enforcement. State law enforcement may supplement when dictated by circumstances.

- Access is necessary for the ARC to assist with damage assessment and to provide mobile feeding for those sheltering-in-place or providing canteen for emergency workers.

KEY RESOURCES

The following resources (i.e., organizations, programs, personnel, equipment, facilities, and materials) are relevant to access control and security during evacuation and mass care support operations:

> *Note: Customize this list with local resources.*

MSP Troopers / MDMVA Soldiers / MDNR Conservation Officers / MDOC Corrections Officers. The EOC will request the SEOC to facilitate deployment of state enlisted personnel to augment local law enforcement's access control activities.

Disaster Area Pass System. The **(Police Department)** may prescribe the use of a disaster area pass system to ensure limited access to disaster areas.

MDOT Resources. The MDOT can provide barricades, electronic message boards and other traffic control devices to support access control efforts.

Michigan Volunteer Registry. The MVR maintains volunteers who are trained or experienced in law enforcement and have expressed an interest in supporting access control operations. The MSP/EMHSD and MDCH will generate and vet a list of candidates based on situational needs.

Michigan Citizen Corps / Michigan Community Service Commission. The Michigan Citizen Corps' Community Emergency Response Teams (CERTs) and the MDCH / Michigan Community Service Commission through AmeriCorps can provide individuals for service, based on availability and need.

Michigan Volunteer Defense Force. MVDF volunteers can provide access control and support activities which do not require enforcement authority.

RESPONSIBILITIES, TASKS AND EXECUTION.

(Jurisdiction Name) departments should consider the following task assignments with regard to access control and security, based on actual incident circumstances.

(CHIEF ELECTED OFFICIAL)

- **Control Legal Access.** The **(Jurisdiction Name) (Chief Elected Official)** will coordinate with the **(Police Department)**, **(Transportation Department),** the Governor's SEOC representative, the MSP/EMHSD, the MSP and MDOT to identify appropriate access control points for a state-initiated evacuation. Affected agencies will provide input based on relevant factors (e.g., roadway design, function and capacity; speed of onset and direction of anticipated impacts; etc.).

EMERGENCY MANAGEMENT

- **Identify Control Points.** The **(Jurisdiction Name)** Emergency Manager will work with the **(Police Department)**, **(Transportation Department),** MSP/EMHSD, the Governor's SEOC representative, the MSP, and MDOT to identify access control points for an evacuation or shelter-in-place operation.

- **Mobilize Volunteers.** **(Jurisdiction Name)** Emergency Manager will work with the Michigan Volunteer Registry (MVR), Michigan Community Service Commission (MCSC), Michigan Citizen Corps - Community Emergency Response Team – (CERTs), the ARC, the MIVOAD, and the Michigan Volunteer Defense Force (MVDF) to identify and mobilize volunteers to help staff access control points and other access control operations.

- **MDMVA Assistance.** The **(Jurisdiction Name)** Emergency Manager will work with the SEOC and MDMVA to request deployment of soldiers will assist with security at access control points in the evacuated area.

(LEGAL DEPARTMENT)

- **Counsel to (Jurisdiction Name) Officials.** The **(Jurisdiction Name) (Legal Department)** will provide prompt analysis and resolution for legal issues arising from access control, security, and re-entry activities.

(COMMUNITY HEALTH DEPARTMENT)

- **Senior Population.** The **(Jurisdiction Name) (Department of Community Health)** will coordinate with the Area Agency on Aging, MOSA and the EOC to identify issues caused by and solutions to access control and security measures that could negatively impact seniors.

(CORRECTIONS AGENCY)

- **Secure Correctional Facilities.** Correctional facilities that remain operational will require access for staff. The **(Jurisdiction Name)** and **(Corrections Agency)** will develop access protocols for to facilitate access for staff with proper identification.

(POLICE DEPARTMENT)

- **Enforce Governor's PAO.** The **(Jurisdiction Name) (Police Department)** will enforce the Governor's emergency authorities with regard to access control and security in accordance with 1976 PA 390, as amended, MCL 30.407.

- **Control Traffic.** The **(Jurisdiction Name) (Police Department)** will control traffic in the area under restriction and at access control points.

- **Security.** The **(Jurisdiction Name) (Police Department)** will be posted at checkpoints guarding the entrance to the evacuated area. Upon re-entry into the impacted area, evacuees must show proper identification (picture preferable) with a street address listed in order to gain re-entry into the evacuated area. Re-entry checkpoints may require staffing on a 24-hour basis for the duration of the re-entry operation.

- **Designation of Access Control Points.** The **(Jurisdiction Name) (Police Department)** will participate in the EOC process to identify the most appropriate access control points.

- **Curfew.** The **(Jurisdiction Name) (Police Department)** will determine the need for a curfew for the evacuees returning to the impacted area based on the level of damage and the potential for looting. Clearance would be given to public safety and utility personnel, and other agencies involved in the relief effort.

(TECHNOLOGY AND MANAGEMENT DEPARTMENT)

- **(Jurisdiction Name) Facility Access.** Critical functions at **(Jurisdiction Name)** facilities located within the designated evacuation area may or may not be evacuated – depending on initiating conditions, anticipated consequences and the anticipated evacuation timeframe. Facilities that remain operational require access at shift change intervals. The **(Jurisdiction Name) (Technology and Management Department)** will work with the **(Police Department)** and EOC staff to develop access protocols for so that authorized staff can expediently pass through access control points.

(TRANSPORTATION DEPARTMENT)

- **Designation of Access Control Points.** The **(Jurisdiction Name) (Transportation Department)** can assist the Emergency Manager and **(Police Department)** in identifying the most appropriate access control points for an evacuation or shelter-in-place operation. The **(Transportation Department)** will provide input on the most suitable access control points based on factors such as roadway design, functionality and capacity; speed of onset and direction of anticipated impacts; and construction zones.

- **Access Control Resources.** The **(Jurisdiction Name) (Transportation Department)** can provide barricades, electronic message boards and other traffic control devices to support access control efforts.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.

EVACUEE RE-ENTRY

RE-ENTRY PLANNING ASSUMPTIONS AND CONSIDERATIONS

- Re-entry operations will begin after an incident or disaster has ended and the at-risk area has been determined safe by the Emergency Manager and **(Chief Elected Official)**.

- A phased re-entry process may be required if a large number of evacuees are involved.

- Limited duration evacuee re-entry (e.g., to obtain needed items, retrieve pets, care for livestock and property, etc.) will be allowed if conditions in the affected area have stabilized and threats to public safety and health have been significantly reduced.

- Re-entry plans will have to include how to safely get a producer and staff to their location, train them for the hazardous material, and allow them access to the animals for milking, feeding, watering, etc. CART and MI-SART will be needed to help facilitate this strategy and training.

- Final unrestricted re-entry will be allowed when threats to public safety and health have been eliminated permanently or to a level deemed acceptable.

- Evacuees will be required to show proper identification (pictured preferable) with a street address listed in order to gain re-entry into evacuated areas.

- Re-entry (access control) checkpoints will be staffed on a 24-hour basis for the duration of the evacuation.

- Law enforcement during Re-entry *may be* supplemented by state department / agency law enforcement support personnel when required due to lack of sufficient local personnel resources.

  Clarification Note: Non-law enforcement personnel may be used for re-entry purposes but it is recognized that they have no legal authority to enforce re-entry restrictions.

- Debris removal will be one of the most important tasks to complete before general public re-entry into the evacuation zone can commence.

- Individuals who required assistance with transportation to evacuate will again need assistance to return to the evacuation zone during the re-entry operation.

KEY RESOURCES

> *Note: Customize this list with local resources.*

<u>MDOT Region Technical and Maintenance Assistance</u>. The MDOT Regional service center can provide technical and maintenance assistance for re-entry, including but not limited to:
- Implement road closure plans coordinating with the **(Jurisdiction Name)** and the MSP;
- Signs and electronic message boards to facilitate rapid traffic movement, address route hazards, provide directions and information, and block access;
- Select the best routes considering emergency needs, road capacity and condition, and potential choke points;
- Personnel to staff access control points in support of **(Jurisdiction Name)** law enforcement;
- Route maintenance services to keep traffic moving;
- Assessing conditions and monitoring traffic flow including real-time video monitoring of some freeway segments; and
- Real-time fixed electronic messaging capability on some freeway segments

<u>Supplemental Bus Transportation</u>**.** Both the MDOC and MDMVA have a limited number of transit buses in their vehicle inventories which can be used to transport evacuees out of harm's way if available.

> *Note: Describe other agencies whose buses can be used to supplement* **(Jurisdiction Name)** *evacuation transportation resources or can procure such assets from federal or local agencies or private sector organizations. Also describe the ability or restrictions to use of these resources for the transport of animals.*

<u>MDMVA and Access Control and Security Assistance</u>. The MDMVA can provide soldiers to monitor traffic flow, staff access control points, clear roadway debris, and provide security in support of the MSP and other involved law enforcement agencies during an evacuation.

<u>Critical Infrastructure and Key Resources (CIKR)</u>. The **(Jurisdiction Name)** contains facilities and resources that are identified as Critical Infrastructure and Key Resources. These must be maintained and made operational as soon as possible after the incident. CIKR are coordinated with the Michigan Infrastructure Coordinating Council and include resources in the following areas:

- Agriculture and Food
- Banking and Finance
- Chemical Facilities
- Commercial Facilities
- Communications and Information Technology
- Critical Manufacturing

- Dams
- Defense Industries and Installations
- Emergency Services
- Energy
- Government
- Monuments and Historic Sites

- Nuclear Facilities
- Postal and Shipping Facilities
- Public Health and Healthcare
- Transportation
- Water Facilities
- Educational Institutions

A list of CIKR is contained in the Critical Infrastructure and Key Resources section of Attachment 5: Sectoring and Maps.

Essential Workers. First responders and essential workers at Critical Infrastructure and Key Resources will be needed to allow re-entry to operate the facilities. These workers must be accommodated.

RESPONSIBILITIES, TASKS AND EXECUTION

(Jurisdiction Name) departments and agencies should consider the following task assignments with regard to re-entry to evacuated areas. Actual incident circumstances will dictate whether or not specific task assignments are appropriate for implementation.

 (CHIEF ELECTED OFFICIAL)

- **Re-entry Strategy.** The **(Jurisdiction Name) (Chief Elected Official)** will work with the Governor's SEOC representative, the Emergency Manager, the MSP/EMHSD, **(Police Department)**, other affected agencies, and NGOs to develop a re-entry strategy that prescribes conditions and time frames. Protection of the public health, safety, and general well-being will be the determinant factor in the development and implementation of this strategy.

- **Re-entry Communication.** The re-entry strategy will be communicated as quickly as possible to the access control and security providing agencies for immediate or phased implementation.

EMERGENCY MANAGEMENT

- **Coordinate Re-entry Strategy.** The Emergency Manager will coordinate the development of the re-entry strategy. Participants in this development process will include the **(Chief Elected Official), (Police Department),** Governor's SEOC representative, the MSP/EMHSD, other affected agencies, the ARC, MIVOAD and other involved NGOs. The re-entry strategy may prescribe an immediate or phased re-entry implementation process.

- **Monitor Re-entry.** The Emergency Manager will monitor the re-entry until re-entry activities are completed. Impediments (potential or actual) will be identified for immediate resolution.

- **Public Notification**. The EM will coordinate with the PIO to inform the public of the parameters and requirements for entering the evacuation zone, including but not limited to:
    - o Specific times, locations, routes, etc. for re-entry operations;
    - o Multi-lingual and LEP communications;
    - o Methods used to disseminate information (e.g., electronic media, internet, public forums, direct distribution, Functional Needs organizations, etc.); and

- **MDARD Coordination.** Depending on the nature of the incident, there may be quarantines, orders and embargoes issued by the MDARD on food products, crops and animals to limit the movement and potential spread of contamination. Re-entry issues could include disposal of food and agricultural products and livestock, and care of animals within the impacted area. The Emergency Manager, EOC, and JIC will coordinate with MDARD and the SEOC to obtain guidance and assistance with these issues and to provide for the timely dissemination of re-entry information to returning evacuees.

- **MDMVA Support.** The Emergency Manager may request assistance via the SEOC for MDMVA soldiers to assist in providing security at access control points and in the evacuated area during the re-entry process.

(LEGAL DEPARTMENT)

- **Counsel to (Jurisdiction Name) Officials.** The **(Jurisdiction Name) (Legal Department)** will provide prompt analysis and resolution for legal issues arising from access control, security, and re-entry activities.

(COMMUNITY HEALTH DEPARTMENT)

- **Preventive Measures.** Residual impacts of the initiating incident may require the implementation of short- or long-term preventive measures to protect public health. The **(Community Health Department)** will work with MDCH and other governmental or nongovernmental health partners to develop and disseminate protective action guidelines to the public. All appropriate means of dissemination will be utilized to ensure the widest possible distribution of this information.

- **Medical Facility Re-Entry Process.** The **(Community Health Department)**, MDCH and MDLRA will coordinate with medical facilities will to implement their own re-entry plans. Emergency personnel will be readily available to accommodate the needs that any medical facility may request (i.e., transferring patients, acquiring vehicles, etc.).

- **Monitor Re-entry to Medical Facilities.** The **(Community Health Department)**, MDCH and MDLRA will monitor and track the re-entry of evacuated health / medical care facilities. The **(Community Health Department)** and MDCH will provide technical assistance to aid in the re-entry of evacuated facilities.

- **Elderly Considerations.** During the re-entry process and immediately afterward, elderly-specific issues may be identified. The **(Community Health Department)** will work with the Area Agency on Aging to identify and communicate those issues to the EOC for discussion and resolution.

(CORRECTIONS AGENCY)

- **Monitor the re-entry of evacuated correctional facilities.** The **(Corrections Agency)** will monitor and track the re-entry of evacuated correctional facilities and provide technical assistance to aid the re-entry of evacuated facilities.

(POLICE DEPARTMENT)

- **Enforce the Governor's emergency authorities.** The **(Police Department)** will enforce the Governor's emergency authorities related to evacuation re-entry or other emergency provisions to the extent allowed under 1976 PA 390, as amended, MCL 30.405, 30.407, and 30.421.

- **Traffic Control.** The **(Police Department)** will control traffic during the re-entry process.

- **Re-entry Security Support** The **(Police Department)** will provide security at access control points in the evacuated area during re-entry.

- **Aerial Reconnaissance.** The **(Police Department)** will provide or request aircraft to fly-over evacuation re-entry operations. These over-flights will be conducted to monitor traffic flow, identify traffic impediments, and assess the overall status of the re-entry.

(TECHNOLOGY AND MANAGEMENT DEPARTMENT)

- **Facility Re-entry.** The **(Technology and Management Department)** will monitor re-entry to **(Jurisdiction Name)** facilities.

(TRANSPORTATION DEPARTMENT)

- **Traffic Control Coordination.** The **(Transportation Department)** will coordinate with the **(Police Department)** and MSP to control traffic on designated routes to facilitate a rapid and orderly re-entry process. This includes control of traffic signals and other devices, detours around or mitigation of construction zones and other potential impediments, signage and message boards, and other appropriate measures.

- **Public Transportation**. The **(Transportation Department)** will provide transportation to transfer evacuees back into the evacuated areas.

- **Animal Transportation**. The **(Transportation Department)** will coordinate with CART and MI-SART to transfer animals back into the evacuated areas.

- **Technical Assistance.** Assistance may include, but is not limited to the following:
  - ➢ Implementation of road closure plans in concert with the MSP,
  - ➢ Barricades and message boards to facilitate rapid and orderly traffic movement, address hazards, provide information, and block access,
  - ➢ Personnel to staff access control points, assess conditions and monitor traffic flow
  - ➢ Maintenance services to keep traffic moving.

(PUBLIC WORKS DEPARTMENT)

- **Debris Removal / Route Maintenance**. The **(Public Works Department)** will coordinate and perform debris removal within the affected area to facilitate the most efficient possible re-entry.

THIS PAGE INTENTIONALLY LEFT BLANK.

EVACUEE LONG TERM ASSIMILATION

EVACUEE LONG-TERM ASSIMILATION PLANNING ASSUMPTIONS AND CONSIDERATIONS

With regard to long-term evacuee assimilation subsequent to evacuation and mass care support operations involving residents from other states, or Michigan residents relocating from one in-state jurisdiction to another, it is assumed:

- A mass evacuation operation involving residents from other states due to a catastrophic incident should result in a federal major disaster or emergency declaration under the Stafford Act allowing reimbursement of many of the immediate recovery phase costs to the **(Jurisdiction Name)** associated with the evacuee assimilation process from the federal government. The **(Jurisdiction Name)** would likely be asked to bear many of the longer-term costs associated with the new residents making State assistance a crucial necessity.

- During federal government-facilitated mass evacuations, the State of Michigan will agree to accept only the number of out-of-state evacuees than it can reasonably afford to accommodate. The **(Jurisdiction Name)**, if targeted to accept large out-of-state evacuee populations, should not have to bear the burden for evacuee costs that could be paid by the federal government or the incident-impacted jurisdiction.

- Although most out-of-state evacuees will eventually return to their home state, a small percentage of evacuees will stay and become permanent residents of the **(Jurisdiction Name)**. These new residents will be treated in the same manner as any other resident.

- Evacuee assimilation activities could last from several days to several months in duration.

- Animals being exported out of state with their owners may have health certificate issues that need to meet pending on the agreement with the other state. Similarly, for animals coming into the state, if we are accepting evacuees (especially if they are from a quarantined area), health certificate issues may arise.

- Many out-of-state evacuees will need immediate and regular physical and mental health care for pre-existing conditions or incident-related impacts. The associated costs will be borne by the federal government [initially], the incident-impacted jurisdiction[s] under the EMAC or separate agreement, or by evacuee private health insurance. The **(Jurisdiction Name)** will not absorb evacuee care expenses while they are housed temporarily in the **(Jurisdiction Name)** without reimbursement by a responsible third party.

- Evacuees from an incident-impacted state brought to the **(Jurisdiction Name)** by a third party (e.g., private citizens, church, relief organization, etc.) and not officially sanctioned by the State of Michigan will remain the responsibility of that third party for the purpose of providing initial (first 72 hours in the state) support services such as shelter, food, clothing and other basic sustenance.

- Intrastate evacuations will not require an extensive assimilation process, but **(Jurisdiction Name)** support will still likely be required to aid in locating temporary housing, finding employment, amending state program registrations [if movement from one county to another occurred], and obtaining food and other basic sustenance.

- An evacuation operation involving residents from other states will almost always be accompanied by a Stafford Act declaration. Under a declaration, many of the initial costs to the **(Jurisdiction Name)** will be paid by the federal government under Stafford Act or other appropriate authorities. However, many longer-term costs associated with the new residents will likely be borne by the **(Jurisdiction Name)**. The **(Jurisdiction Name)** will not agree to accept any more out-of-state evacuees than it can reasonably afford to accommodate. In addition, **(Jurisdiction Name)** should not have to be responsible for evacuee costs that could be paid by the federal government and/or the incident-impacted state(s). In addition, **(Jurisdiction Name)** will not be expected to absorb medical and health care expenses for evacuees without reimbursement by a responsible third party.

KEY RESOURCES

The following key resources (i.e., organizations, programs, personnel, equipment, facilities, and materials) have been identified as being potentially relevant to long-term evacuee assimilation efforts subsequent to evacuation and mass care support operations involving residents from other states:

Comprehensive Plan. The **(Jurisdiction Name)** Comprehensive Plan sets forth the goals and policies for the physical growth of the community. The comprehensive plan will be used to accommodate long term evacuees who become residents.

> *Note: Customize this list with **(Jurisdiction Name)** resources.*

ARC / NGOs. The ARC, MIVOAD, Salvation Army and other NGOs may be able to provide limited support to assimilating long-term evacuees to Michigan. Each NGO has specific services which it is authorized to provide or capable of providing, and each will not provide all of the services listed. But collectively, NGOs are able to provide a wide array of services and assistance to long-term evacuees including, but not limited to the following:
- Housing location assistance,
- Food, clothing, furniture, appliances, transportation, and other basic necessities,
- Service providers for unmet personal and/or family needs,
- Crisis counseling or locating providers of mental health and medical services,
- Child care services,
- Transport to medical appointments, employment-related appointments, or similar, and
- Religious, educational, social and cultural organization referrals.

Michigan Citizen Corps / Michigan Community Service Commission. Volunteers from the Michigan Citizen Corps (through Community Emergency Response Teams – CERTs) and/or the MDCH / Michigan Community Service Commission (through the AmeriCorps or other programs) may be

able to assist long-term evacuees in assimilating to Michigan through ongoing individual contacts after the evacuees leave the initial mass care setting. Availability of volunteers under both programs will be dependent on existing programmatic commitments and requirements.

MDCH Regional Medical / Health Care Coalitions. The MDCH regional medical / health coalitions can assist long-term evacuees in locating appropriate health / medical services in the areas in which they settle after leaving the initial mass care setting. The Coalitions can provide contact information for local medical / health agencies, NGO medical / health resources, private health / medical service providers, hospitals, and nursing homes and other long-term care facilities and services.

Community Mental Health Agencies. Community mental health agencies can provide mental health services to long-term evacuees in conjunction with any involved federal and/or NGO mental health / crisis counseling resources. Assistance is normally provided offsite (in CMH office settings) once shelters are closed.

MDCH. The MDCH administers a variety of health / medical programs (many in conjunction with local health departments) which may be of benefit to long-term evacuees. These include programs related to physical health, mental health and substance abuse, pre- and post-natal care, health insurance / care coverage, and pediatrics (to name just some). In addition, the MDCH maintains vital records (i.e., birth, death, marriage and divorce records) which some long-term evacuees may need to replace records which were damaged or destroyed in the initiating incident. Program-specific information can be disseminated to long-term evacuees at mass care facilities and follow up care can be arranged through appropriate service providers.

Michigan State Housing Development Authority. The MSHDA administers programs which create and preserve safe and decent affordable housing and address homeless issues. The MSHDA may be able to assist long-term evacuees in finding temporary or permanent housing through its online "Michigan Housing Locator" database (a rental housing search tool) or by working with community-based organizations to identify and make available various types of housing options to meet evacuee needs.

MDOS (Secretary of State Offices). Long-term evacuees may need to obtain a Michigan driver's license and register to vote a Michigan resident. These arrangements can be made through the closest Secretary of State branch office or in certain circumstances online. The Secretary of State's office can brief long-term evacuees at shelters about the registration process and requirements. Since this is a time-sensitive function (driver's licenses may be needed for employment purposes), this service will be provided as soon as possible after the evacuees make their temporary living arrangements in a Michigan locale.

MDOE (School Enrollment / Michigan School for Deaf). The MDOE can help long-term evacuees enroll their children in local school districts so they can continue their education in their new Michigan locale. In this role, the MDOE can serve as liaison between local and intermediate school districts and long-term evacuees, providing the evacuees with Michigan educational requirements and local school enrollment information. The MDOE will post appropriate information on the MDOE web site. This service can most easily be provided in mass shelters when evacuees are making temporary living arrangements. The MDOE also operates the Michigan School for the Deaf Flint and will assist school-age long-term evacuees with hearing disabilities.

Michigan Employment Agency. The MDLARA, through the Michigan Works! Agencies, Michigan Talent Bank, and other employment programs and initiatives, can help long-term evacuees find employment and enhance their skills to help them enter the Michigan job market. Assistance can be provided via online resources and through one of the 25 state-wide Michigan Works! Service Centers.

Michigan Unemployment Insurance Agency. The Michigan UIA, housed within the MDLARA, can assist long-term evacuees who have become unemployed as a result of the initiating incident. Assistance can be provided via online resources, via telephone, or at one of the UIA's six Problem Resolution Offices (PROs) located in Detroit, Gaylord, Grand Rapids, Lansing, Livonia, Marquette and Saginaw.

Michigan Department of Treasury (MDT). In accordance with the State Human Services ESF, the MDT can assist long-term evacuees in determining the state tax implications related to their individual situation (e.g., from casualty losses, unemployment, disability status, change of residence, etc.). This service can be provided through the closest MDT district office, from alternative office space obtained specifically for this purpose, or from a Disaster Recovery Center (DRC) if established, and appropriate information will be posted on the MDT web site.

MDHS County Offices. MDHS County Offices are the gateways to a wide array of human service programs that might be required by long-term evacuees.

AAAs. The MOSA and counterpart Area Agencies on Aging (AAAs) provide a wide array of services to the elderly population. Many of these services might be required by / of interest to elderly long-term evacuees. Program-specific information can be disseminated to elderly long-term evacuees at shelters and follow up care can be arranged through the AAAs and/or other appropriate service providers.

Michigan Volunteer Registry. The MVR can be searched as necessary by administrators to identify individuals that are trained / experienced in and/or that have expressed an interest in volunteering to assist individuals with human service needs.

FEMA Disaster Housing Plan. FEMA's Disaster Housing Plan provides a framework to coordinate disaster-related sheltering and temporary housing needs. The plan offers an array of housing solutions and provides information on FEMA's various types of sheltering and temporary housing assistance. It is a potentially valuable resource for developing strategies for meeting the sheltering and temporary housing needs of long-term evacuees in the **(Jurisdiction Name)**.

Local Government Advocacy Organizations / Local Governments. The Michigan Municipal League, Michigan Association of Counties, Michigan Townships Association, Michigan Association of Regions, and Michigan local governments may be able to identify temporary housing in the **(Jurisdiction Name)**.

Park and Recreation Area Camping Facilities. Available **(Jurisdiction Name)** and State of Michigan park and recreation areas could be used to temporarily house evacuees until more permanent housing options are available.

Federal Individual Household (IHP) and Public Assistance Grant (PAGP) Programs. If the initiating incident results in a federal Stafford Act declaration, the IHP or PAGP may be activated upon state request and federal approval to provide services and assistance to long-term evacuees and other incident-impacted individuals or communities. IHP assistance that is potentially pertinent to long-term evacuees may include:
- Temporary housing or rental payments
- Provisions for expedient home repairs to make damaged homes livable and keep them occupied
- Replacement of a destroyed home that is not covered by private insurance
- Essential utilities activation at the temporary housing (if applicable)
- Other basic needs as dictated by program regulations and incident circumstances

Other Needs Assistance (ONA). The IHP includes the ONA component for affected individuals or families who were denied SBA disaster loans. If denied, the SBA automatically refers the applicant back to FEMA for ONA. ONA applicants must have filed for insurance benefits and received a

determination from the insurance provider that their property is not covered by insurance or the insurance settlement is insufficient to meet disaster-related losses. ONA provides for other necessary expenses and serious needs caused by the incident, including:

- Costs of the repair or replacement of damaged or destroyed personal property such as food, clothing, furniture, appliances and other household necessities
- Costs of the repair and/or replacement of a vehicle that is no longer usable because of incident-related damage
- Costs of medical treatment or the purchase of medical equipment required because of incident-related physical injuries
- Costs of funeral services, burial or cremation and other funeral expenses related to a death caused by the incident
- Other incident-related costs such as generators, moving and storage expenses, etc.

Initially, costs for providing this assistance may be covered under the PAGP, Category B (Emergency Protective Measures), such as was done in the 2005 nationwide Hurricane Katrina evacuation and sheltering operation. This is particularly so in rapidly evolving incidents where services have to be provided to large numbers of evacuees quickly. Eventually, this assistance is likely to be transitioned over to the IHP – depending on incident circumstances and the types of assistance requested and granted under the declaration.

RESPONSIBILITIES, TASKS AND EXECUTION

(Jurisdiction Name) departments should <u>consider</u> the following task assignments with regard to long-term evacuee assimilation. Actual incident circumstances will dictate whether or not specific task assignments are appropriate for implementation.

(CHIEF ELECTED OFFICIAL)

- **Accept Out-of-State Evacuees.** When the Governor accepts out-of-state evacuees as part of a regional or national mass evacuation, the **(Chief Elected Official)** maintains the capacity to accept or defer evacuees to the **(Jurisdiction Name)**.

- **Authorize Public Information.** The **(Chief Elected Official)**'s PIO authorizes and coordinates the content and dissemination of information releases by the JIC related to **(Jurisdiction Name)** support of out-of-state evacuees.

- **Authorize Resources.** The **(Chief Elected Official)** will authorize the use of **(Jurisdiction Name)** resources – personnel time, facilities, equipment, supplies and materials, and financial resources – via declaration of a "state of emergency" or "state of disaster" to support sheltering / temporary housing of out-of-state evacuees.

- **Seek State and Federal Assistance.** The **(Chief Elected Official)** will seek State and federal assistance, through the MSP/EMHSD and the Governor, to aid in providing needed services in a timely manner and to recoup some or all of the response and recovery costs incurred. They will serve as the conduit to FEMA and will provide technical assistance to prepare the request.

- **Mobilize Community Mentors.** The **(Chief Elected Official)** will provide a framework for community organizations to "adopt" evacuees and provide mentoring that helps the evacuees to more easily assimilate to the community. Mentoring capabilities will be coordinated with existing efforts to foster, promote and strengthen mentoring through community-based resources such as the "Mentor Michigan" initiative.

- **Solicit Donations.** The **(Chief Elected Official)'s** management contacts with **(Jurisdiction Name)**-based corporations, community foundations, the ARC and NGOs may result in direct contributions of donated goods and services to help support evacuees. Donations will be managed in accordance with the provisions set forth in the Michigan Disaster Donations Management Plan.

EMERGENCY MANAGEMENT

- **Procure Resources.** The Emergency Manager will seek resources through MEMAC, ARC or NGOs, and EMAC through MSP/EMHSD, as required, to fill resource gaps identified prior to or during the evacuee assimilation effort. Supplemental resources may be needed in the following functional areas:
  - ➢ Transportation services
  - ➢ Law enforcement / security
  - ➢ Logistics and/or donations management
  - ➢ Health / medical services
  - ➢ Child care services
  - ➢ Equipment (e.g., beds, chairs, port-a-potties, wheel chairs / walkers, privacy screens, personal care kits, etc.)

- **Human Services in Stafford Act Disasters.** If a disaster or emergency is declared under the federal Stafford Act, the Emergency Manager will coordinate with the SIAO, who will monitor the provision of human services to evacuees providing them the full range of services required to meet their basic needs.

- **Procurement Housing Resources.** The Emergency Manager will work with the **(Chief Elected Official)**, appropriate **(Jurisdiction Name)** departments, the ARC and other NGOs, and the MSP/EMHSD to identify and procure additional temporary housing. In a presidentially declared disaster FEMA's Disaster Housing Plan will be used as a resource in this process. In addition, the Michigan Municipal League, Michigan Association of Counties, Michigan Townships Association, and Michigan Association of Regions will be tapped as appropriate in the search for temporary housing resources.

- **Migrant Labor Housing**. The Emergency Manager will coordinate with MDARD to provide temporary housing to evacuees until permanent housing is arranged utilizing private housing units licensed by MDARD for migrant laborers working in Michigan during the growing and harvest seasons.

- **Michigan Citizen Corps Volunteers.** The Emergency Manager can request volunteers from the Citizen Corps Councils / Community Emergency Response Teams (CERTs) to assist with evacuee assimilation

- **State and Federal Public Assistance.** The Emergency Manager will seek reimbursement for costs incurred related to sheltering, temporary housing and assimilation of evacuees under the federal Public Assistance Grant Program (PAGP), Category B – Emergency Protective Measures. If the **(Jurisdiction Name)** does not receive federal assistance but is covered under a "state of emergency" or "state of disaster" declaration issued by the Governor under 1976 PA 390, reimbursements under Section 19 of 1976 PA 390, as amended, MCL 30.419 may be available.

- **Federal Individual Assistance (IA).** The Emergency Manager will coordinate with the SIAO to seek IA program delivery in a Presidentially Declared Disaster.

- **Public Information.** The **(Jurisdiction Name)** PIO will work with the SPIO / JIC to develop and disseminate informational materials (i.e., fact sheets) for evacuees to aid them in assimilating to their new location and understanding the services and resources available to them. All

appropriate means will be used to disseminate this information, including web sites, advocacy organizations, and the United Way 2-1-1 telephone information system (if available).

(AGRICULTURE / ANIMAL CONTROL)

- **Housing at Fairground Facilities.** The **(Agriculture/Animal Control)** agency will coordinate with the Emergency Manager and county fair board to provide temporary housing for evacuees in county fairground facilities.

- **Animal Care.** The **(Agriculture/Animal Control)** agency will coordinate with the CART and veterinary care providers to address issues for evacuee household pets. This may include required vaccinations and licensing, temporary sheltering and care of animals, and the distribution of information for pet owners regarding state and local animal laws and regulations. The State MEMP Animal Care Support Plan can provide additional considerations.

- **Health Certifications.** The **(Agriculture/Animal Control)** agency will coordinate with the Emergency Manager, CART, MI-SART and MDARD to assure that animals being returned or imported to an area are free of health concerns, particularly if they are being returned from an event involving an agricultural quarantine.

(LEGAL DEPARTMENT)

- **Legal Counsel.** The **(Jurisdiction Name) (Legal Department)** will provide analysis and resolution for legal issues arising from the assimilation process.

- **Legal Assistance.** Evacuees with no other resources may require legal assistance with basic activities (e.g., filing claims, obtaining proper identification, replacing destroyed documents, etc.). The **(Legal Department)** will attempt to arrange such assistance through volunteer legal resources.

(CIVIL RIGHTS DEPARTMENT)

- **Investigate Claims.** The **(Jurisdiction Name) (Civil Rights Department)** will investigate and address civil rights claims during the assimilation process.

(COMMUNITY HEALTH DEPARTMENT)

- **Michigan Volunteer Registry.** The **(Jurisdiction Name) (Community Health Department)** will coordinate with the MDCH to identify and mobilize MVR volunteers with skill sets needed during the assimilation process, e.g., working on various human service needs.

- **Coordinate Medical Services.** The **(Jurisdiction Name) (Community Health Department)** will coordinate with the MDCH and regional medical / health care coalitions, community mental health agencies, and service providers to provide medical services for evacuees during the assimilation process. Services may include, but are not limited to health / medical screenings and assessments, medical care, emergency medical services, mental health services, long-term care, and patient advocacy.

- **Vital Records.** The **(Jurisdiction Name) (Community Health Department)** will coordinate with the MDCH to replace vital records such as birth, death, marriage and divorce records which long-term which may have been damaged or destroyed in the initiating incident. This primarily applies to intrastate evacuations, although out-of-state evacuees who were born or formerly lived in Michigan may require this assistance.

- **Elderly Evacuees.** The **(Jurisdiction Name) (Community Health Department)** will coordinate with the MOSA through the AAA to provide care managers and specialists to ensure the needs of elderly evacuees are met during the assimilation process. This may also assistance with disaster program registrations, driver license applications, Social Security and Medicaid registrations, and similar activities.

(DEPARTMENT OF EDUCATION)

- **School Enrollment.** The **(Jurisdiction Name) (Department of Education)** and PIO will coordinate with the MDOE and the SPIO / JIC to prepare and disseminate informational for evacuees to help them enroll in local schools. These materials will provide information on Michigan educational requirements, and **(Jurisdiction Name)** school enrollment information. The materials will be distributed in mass shelters and posted on the **(Department of Education)** and MDOE web sites.

- **Functional Needs School Enrollment.** The **(Jurisdiction Name) (Department of Education)** and PIO will coordinate with the MDOE and the SPIO / JIC to prepare and disseminate informational for evacuees with Functional Needs to help them enroll in special education programs and the Michigan School for the Deaf in Flint. These materials will provide information on Michigan educational requirements, and **(Jurisdiction Name)** school enrollment information. The materials will be distributed in mass shelters and posted on the **(Department of Education)** and MDOE web sites. In addition, this information is also available through various advocacy organizations such as the **Bureau of Services for Blind Persons** and the Division on Deaf and Hard of Hearing.

- **School District Capability Assessment.** The **(Jurisdiction Name) (Department of Education)** will coordinate with the MDOE to assess the district's capability to absorb evacuee students. This assessment will examine such factors as building and transportation capacity, instructional capacity, funding issues, and the general willingness of the district to accept evacuee students.

(DEPARTMENT OF HUMAN SERVICES)

- **Disaster Food Stamps.** If a federal Stafford Act declaration is granted that includes Individual Assistance, the **(Jurisdiction Name) (Department of Human Services)** will coordinate with the MDHS to implement the Disaster Food Stamps program.

- **Federal Individual and Households Program.** The **(Jurisdiction Name) (Department of Human Services)** will coordinate with the SIAO and federal IHP Liaison from the MDHS to coordinate and monitor individual assistance program delivery.

- **Human Service Program Registration.** The **(Jurisdiction Name) (Department of Human Services)** and MDHS County Office will register evacuees for federal and state human service programs for which they are eligible. Each eligible evacuee will be assigned a case manager who will oversee the provision of services to the evacuee, provide program-specific information, and address issues as they arise.

- **Child Care.** The **(Jurisdiction Name) (Department of Human Services)** and MDHS can help evacuees locate registered child care services in the **(Jurisdiction Name)**.

- **Coordinate Human Services.** The **(Jurisdiction Name) (Department of Human Services)** will work with the ARC and NGOs to ensure that the basic sustenance, comfort and assimilation needs of evacuees are being met to the extent possible given the incident circumstances.

- **MCSC and MIVOAD.** The **(Jurisdiction Name) (Department of Human Services)** will coordinate with the MCSC and MIVOAD to mobilize volunteers through AmeriCorps or other programs to assist with the assimilation process.

- **Veterans.** The **(Jurisdiction Name) (Department of Human Services)** will coordinate with the MDMVA to assist eligible disabled veterans with the admissions process for the Dominic Jacobetti Home for Veterans in Marquette and the Grand Rapids Home for Veterans.

(HOUSING DEPARTMENT)

- **New Housing.** The **(Jurisdiction Name) (Housing Department)** will coordinate with the **(Community Development Department)** and MSHDA to establish new housing for long term evacuees. New housing could be provided through manufactured home group sites, redevelopment of old housing, or new construction. The manufactured home option would be provided through the FEMA Temporary Housing Program, but the establishment and development of the group site would fall under state and **(Jurisdiction Name)** laws, codes and regulations. The MDLRA Manufactured Housing Commission and Building Division have primary oversight of this process.

- **Additional Housing Assistance.** The **(Jurisdiction Name) (Housing Department)** will coordinate with MSHDA to identify temporary housing resources through its online "Michigan Housing Locator" database or by working with community-based organizations to identify various types of housing options.

(DEPARTMENT OF LICENSING)

- **Insurance.** The **(Jurisdiction Name) (Department of Licensing)** will coordinate with the MDLRA Office of Financial and Insurance Regulation to provide information to evacuees regarding incident-related insurance claims and Michigan insurance laws and regulations.

- **Contractor Information.** The **(Jurisdiction Name) (Department of Licensing)** will coordinate with the MDLRA to assist long term evacuees in the building or repair of structures. Lists of licensed contractors will be made available and complaints against contractors will be investigated.

(PARKS AND RECREATION DEPARTMENT)

- **Temporary Housing in Park Facilities.** The **(Jurisdiction Name) (Parks and Recreation Department)** park cabins could provide temporary housing for evacuees until more permanent housing is arranged.

- **Adequate Park Facilities.** The **(Jurisdiction Name) (Parks and Recreation Department)** will coordinate with other departments to determine what facilities are required to serve long term evacuees, and if new facilities are required, to plan for their development.

(POLICE DEPARTMENT)

- **Security.** The **(Jurisdiction Name) (Police Department)** will provide all customary security to areas within the jurisdiction where evacuees are settled.

(TRANSPORTATION DEPARTMENT)

- **Supplemental Transportation.** The **(Jurisdiction Name) (Transportation Department)** will coordinate with MDOT to arrange additional transportation resources through its own transit resources as well as management contacts with passenger transportation providers, including intercity bus carriers, Amtrak passenger rail service, airlines, etc.

- **Animal Transportation.** The **(Jurisdiction Name) (Transportation Department)** will coordinate with ARC, CART and MI-SART to assure that animals are tracked and returned to their owners, whether the owner has returned to their original location or to an alternate location.

AMERICAN RED CROSS AND MIVOAD

- **Reunification.** ARC coordinates with the **(Jurisdiction Name)** and MDHS using the "Safe and Well" website to facilitate family reunification.

- **Supplemental Support.** MIVOAD will coordinate with **(Jurisdiction Name)** departments to provide supplemental support to evacuees during their assimilation period, including but not limited to:
  - Basic sustenance (i.e., food, water, baby formula) and Basic counseling (crisis / spiritual)
  - Essential furnishings and bedding (e.g., beds, dining table and chairs, baby cribs, mattresses, sheets, pillows, etc.)
  - Repair assistance (i.e., cleanup / repair of temporary housing units)
  - Transportation assistance (i.e., for essential purposes such as medical appointments, employment)
  - Child care assistance (i.e., for essential purposes such as medical appointments, employment)
  - Essential medical equipment (e.g., wheel chairs, walkers, canes, etc.)

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.

ATTACHMENT 1: EVACUATION AND MASS CARE KEY PERSONNEL CONTACT LIST

Agency	Role	Name	Phone #	E-Mail Address
Emergency Management	Emergency Manager		(office); 616-555-1212 (cell);	
Police	Security and Traffic Management		(office); (cell);	
Fire Department	Evacuation, Search and Rescue		(office); (cell);	
Public Works	Debris Removal, Signage and Blockading		(office); (cell);	
Public Transportation	Evacuation and Transit Services		(office); (cell);	
Building Services	Structural Safety and Shelter Readiness		(office); (cell);	
American Red Cross	Mass Care: Sheltering, Feeding, Bulk Distribution Client Services: Disaster Mental Health, Disaster Health Services, Client Casework, Reunification	David M. Gutierrez, State Disaster Officer	(office); 989-701-9053 (cell); 989-965-2956	David.gutierrez@redcross.org
Agriculture/ Animal Control	Animal Sheltering		(office); (cell);	
Human Services	Sheltering, Mass Care, and Functional Needs		(office); (cell);	
Health Department	Medical Facilities, Services and Supplies		(office); (cell);	
Area Agency on Aging	Needs assessment; labor resources (AAAs); special needs; advisor on senior issues; coordinator of senior resources		(office); (cell);	
MIVOAD	Volunteer Coordination		(office); (cell);	
	Public Information Officer		(office); (cell);	
	Disaster Logistics Coordinator		(office); (cell);	
	Disaster Donations Coordinator		(office); (cell);	
	Individual Assistance Coordinator		(office); (cell);	
	Public Assistance Coordinator		(office); (cell);	
Technology and Budget	Purchasing and IT Necessities		(office); (cell);	
Licensing	Transfer of Residency, Drivers Licenses, Etc.		(office); (cell);	
Legal Department	Legal Issues and Civil Rights		(office); (cell);	
Fiscal Administration	Accounting, Time, and Reimbursements		(office); (cell);	

Note: Customize the agency / organization names and disaster logistics / donations management roles to reflect the local team structure.

ATTACHMENT 2: TASK ASSIGNMENTS

Evacuation Task Assignments	Responsible Agency
• Direct and compel evacuation.	Governor
• Suspend regulatory statutes, orders, or rules. • Authorize and control the release of public information.	**(Chief Elected Official)**
• Recommend evacuation (and other protective actions) to the Governor. • Activate the Emergency Alert System. • Assist in determining evacuation routes, modes and destinations. • Secure additional mass transportation resources. • Develop incident-specific Communications Plan and Health / Safety Plan. • Monitor / track evacuation status. • Secure aerial transportation resources for evacuation route over-flights. • Coordinate and administer state and federal public assistance funding. • Coordinate with MDOT to utilize cameras and	Emergency Manager
• Provide technical assistance to officials. • Monitor and investigate incidents of price gouging related to an evacuation.	**(Agriculture/Animal Control)**
• Protect patients, staff, and visitors in mental health facilities. • Provide technical assistance to and monitor the evacuation of health care facilities.	**(Community Health Department)**
• Monitor the evacuation of the elderly. • Provide information on / assistance to frail homebound seniors.	Area Agency on Aging
• Protect prisoners, staff and visitors in correctional facilities. • Evacuation correctional facilities if necessary. • Provide additional transportation resources. • Provide security support on evacuation routes.	**(Corrections Agency)**
• Protect residents, staff and visitors in training and rehabilitation facilities. • Provide information and assistance to non-English speaking evacuees. • Meet out-of-jurisdiction evacuees being transported by commercial carriers.	**(Department of Human Services)**
• Protect visitors at parks and recreation areas.	**(Parks and Recreation Department)**
• Relay warning and emergency information. • Assist in evacuating areas, monitoring / controlling traffic, and providing security. • Enforce the Governor's emergency authorities. • Coordinate with the MDOT on traffic control measures. • Coordinate with the transportation industry for additional mass transportation resources. • Assist MSP implement the Michigan Emergency Highway Traffic Regulation Plan.	**(Police Department)**
• Protect employees and visitors at **(Jurisdiction Name)** owned / managed facilities. • Post relevant evacuation information on the **(Jurisdiction Name)** web site.	**(Technology and Management Department)**

Evacuation Task Assignments	Responsible Agency
• Secure additional mass transportation resources. • Coordinate with the **(Police Department)** on traffic control measures. • Provide technical and maintenance assistance to ensure functional evacuation routes and modes. • Coordinate with MDOTT and USDOT to limit / restrict transportation in the evacuation area. • Assist MSP implement the Michigan Emergency Highway Traffic Regulation Plan.	**(Transportation Department)**
• Post relevant evacuation information on the agency's web site.	**(Economic Development Agency)**
• Protect employees and visitors at judicial facilities. • Provide technical assistance to and monitor the evacuation of local court facilities.	**(Legal Department)**

Mass Care Task Assignments	Responsible Agency
• Suspend regulatory statutes, orders, or rules. • Authorize and control the release of public information. • Authorize the use of **(Jurisdiction Name)** resources. • Coordinate with SEOC if Governor refers out-of-state evacuees to **(Jurisdiction Name)** • Provide for temporary emergency housing. • Seek assistance when necessary from state government. • Coordinate with SEOC to request needed assistance from federal government. • Solicit donations to support evacuees, as required.	**(Chief Elected Official)**
• Procure resources via MEMAC, ARC, NGOs or state government to support mass care. • Request implementation of the Michigan Disaster Logistics Management Plan, as required. • Coordinate with SEOC and MDMVA for necessary transportation, security and mass care support. • Provide technical assistance for disaster donations management, as required. • Monitor the provision of human services in Presidentially-declared disasters. • Coordinate the identification and procurement of temporary housing resources. • Identify and mobilize mass care volunteers from the Citizen Corps program. • Identify the full range of affected Functional Needs populations.	Emergency Manager
• Coordinate the use of fairground facilities for mass care operations. • Coordinate animal care support activities.	**(Agriculture/Animal Control)**
• Provide legal guidance to **(Jurisdiction Name)** officials.	**(Legal Department)**
• Intervene in situations involving alleged civil rights violations. • Advocate for and provide services to individuals with disabilities. • Coordinate interpreter / translator services, as required.	**(Civil Rights Department)**
• Identify / mobilize mass care volunteers from the Michigan Volunteer Registry. • Coordinate the investigation and control of communicable disease in shelters. • Coordinate physical and mental health needs assessments for the sheltered population. • Coordinate physical and mental health services for the sheltered population. • Provide resources to support mass care operations. • Provide supportive radiation safety assistance.	**(Community Health Department)**

Mass Care Task Assignments	Responsible Agency
• Monitor the evacuation of the elderly. • Conduct needs assessment of and coordinate provision of assistance to elderly evacuees in shelters.	AAA
• Provide additional transportation resources. • Provide resources to support shelter operations. • Identify and make available shelter space in correctional facilities, as required.	**(Corrections Agency)**
• Meet out-of-jurisdiction evacuees being transported by commercial carriers. • Coordinate and monitor the provision of human services to evacuees. • Provide interpreter / translator services, as required. • Request volunteers from the Michigan Community Service Commission. • Identify human service and cultural organizations that may represent Functional Needs populations.	**(Department of Human Services)**
• Provide fire inspection services at mass care facilities.	Fire Department
• Provide insurance information to evacuees. • Advocate for and provide services to blind / visually impaired individuals.	**(Department of Licensing)**
• Provide transportation support at mass care facilities. • Coordinate park facilities as shelters, resource staging areas, or emergency personnel camps.	**(Parks and Recreation Department)**
• Provide security support at mass care facilities. • Coordinate with the transportation industry for intrastate transportation support, as required.	**(Police Department)**
• Provide IT support at **(Jurisdiction Name)** owned or managed facilities. • Identify and provide shelter space in **(Jurisdiction Name)** owned or managed facilities, as required. • Coordinate security for evacuees at **(Jurisdiction Name)** owned / managed facilities. • Provide contracted supplies and services to support mass care operations. • Request activation of the State's donations management web site, as required.	**(Technology and Management Department)**
• Secure additional mass transportation resources.	**(Transportation Department)**
• Establish and operate mass care shelters and feeding facilities for disaster victims. • Coordinate mass care, supplemental health services, and emergency relief item distribution. • Support reunification efforts. • Provide trained disaster services personnel.	ARC
• Provide mass care supplemental support.	NGO, MIVOAD

Functional Needs Task Assignments	Responsible Agency
• Solicit donated goods and services to facilitate care and sheltering of Functional Needs populations. • Coordinate with MDHS to implement the Michigan Disaster Donations Management Plan.	**(Chief Elected Official)**
• Identify Functional Needs populations that will require assistance. • Coordinate Functional Needs medical and mass care resources with SEOC and NGOs. • Obtain wheelchairs and similar durable medical equipment. • Obtain accessible transportation services. • Coordinate interpreter services for LEP, deaf / hard of hearing, or blind individuals. • Coordinate health / medical services specific to Functional Needs. • Coordinate with SIAO to monitor the provision of human services to Functional Needs populations.	Emergency Manager

Functional Needs Task Assignments	Responsible Agency
• Coordinate pet and animal information and mass care with CART and veterinary care providers.	**(Agriculture/Animal Control)**
• Provide legal guidance to **(Jurisdiction Name)** officials specific to Functional Needs concerns.	**(Legal Department)**
• Intervene in situations involving alleged civil rights violations. • Advocate for and provide services to individuals with disabilities. • Coordinate interpreter / translator services, as needed.	**(Civil Rights Department)**
• Coordinate with ARC and MDCH to mobilize volunteers with skills suited for Functional Needs. • Coordinate with MDCH to identify and address health needs of Functional Needs individuals. • Monitor assistance provided to the elderly, particularly frail homebound seniors. • Coordinate public information and communication related to Functional Needs concerns.	**(Community Health Department)**
• Ensure that basic sustenance is provided if sheltering-in-place is implemented. • Provide assistance to the elderly to ensure appropriate care.	AAA
• Coordinate with the Emergency Manager to support Functional Needs populations, as able.	**(Corrections Agency)**
• Coordinate provision of housing assistance for Functional Needs individuals with MSHDA.	**(Housing Department)**
• Communicate evacuation and mass care options to LEP and culturally identified populations. • Secure the transportation assets necessary to evacuate the Functional Needs population. • Coordinate Functional Needs mass care with the **(Civil Rights Department)**. • Facilitate interpreter / translator services to Functional Needs evacuees. • Facilitate services / assistance for specific Functional Needs groups. • Specific mental and/or physical disabilities. • Assist individuals with religious, cultural, racial, ethnic, gender or national origin concerns. • Coordinate with MCSC to mobilize volunteers with Functional Needs skill sets. • Provide animal care assistance for individuals with pets and service animals.	**(Department of Human Services)**
• Identify **(Jurisdiction Name)** owned facilities that could meet Functional Needs requirements. • Contract needed supplies and services to support Functional Needs requirements.	**(Technology and Management Department)**

Access Control Task Assignments	Responsible Agency
• Control legal access to the disaster area.	**(Chief Elected Official)**
• Identify access control points. • Identify / mobilize volunteers for access control and support. • Coordinate with the SEOC for supplemental security assistance.	Emergency Manager
• Provide legal assistance to **(Jurisdiction Name)** officials.	**(Legal Department)**
• Identify / mobilize volunteers from the Michigan Volunteer Registry for access control support. • Identify access control issues relative to the continued operation of inpatient mental health facilities.	**(Community Health Department)**
• Identify access control issues relevant to the senior population.	AAA
• Identify access control issues relative to the continued operation of correctional facilities. • Provide security support for access control and in the evacuated area.	**(Corrections Agency)**
• Mobilize volunteers, via the Michigan Community Service Commission, for access control support. • Coordinate access control to permit operation of training and rehabilitation facilities.	**(Department of Human Services)**

Access Control Task Assignments	Responsible Agency
• Coordinate access control to permit operation of critical facilities and infrastructure.	**(Technology and Management Department)**
• Enforce the emergency authorities of the **(Chief Elected Official)**. • Provide security support for access control in the evacuated area. • Assist in identifying access control points.	**(Police Department)**
• Assist in identifying access control points. • Provide access control resources.	**(Transportation Department)**

Re-Entry Task Assignments	Responsible Agency
• Determine a re-entry strategy.	**(Chief Elected Official)**
• Coordinate development of a re-entry strategy. • Monitor implementation of the re-entry strategy. • Coordinate with the SEOC for supplemental security assistance.	Emergency Manager
• Provide guidance and direction on food, animal and crop issues during re-entry.	**(Agriculture/Animal Control)**
• Provide legal advice to officials.	**(Legal Department)**
• Implement preventive measures to protect public health. • Monitor the re-entry of evacuated health / medical care facilities.	**(Community Health Department)**
• Identify and assist the elderly with re-entry issues.	AAA
• Monitor the re-entry of evacuated correctional facilities. • Provide security support for re-entry.	**(Corrections Agency)**
• Identify / mobilize volunteers, via the Michigan Community Service Commission, for re-entry support. • Re-establish and monitor the provision of human services.	**(Department of Human Services)**
• Monitor the re-entry of evacuated **(Jurisdiction Name)** owned / managed facilities. • Provide IT support to **(Jurisdiction Name)** owned / managed facilities.	**(Technology and Management Department)**
• Monitor the re-entry of evacuated parks and recreation areas.	**(Parks and Recreation Department)**
• Control traffic. • Provide security support for re-entry operations.	**(Police Department)**
• Coordinate with the Police, MSP and MDOT on traffic control measures. • Provide technical and maintenance assistance during the evacuation re-entry process.	**(Transportation Department)**

Assimilation Task Assignments	Responsible Agency
• Identify / mobilize community mentors. • Provide for temporary emergency housing. • Seek State and Federal assistance. • Coordinate with SEOC to solicit donations to support evacuees, as required.	**(Chief Elected Official)**

Assimilation Task Assignments	Responsible Agency
• Procure resources through MEMAC or NGOs to support evacuee assimilation. • Request implementation of the Michigan Disaster Logistics Management Plan, as required. • Monitor the provision of human services in Presidentially-declared disasters. • Coordinate the procurement of temporary housing. • Identify / mobilize volunteers from the Michigan Citizen Corps program. • Identify the full range of affected Functional Needs populations. • Coordinate / administer state and federal public assistance funding. • Coordinate / monitor federal individual assistance program delivery. • Develop informational materials for evacuees. • Coordinate Employment and Unemployment resources with MDLRA-UIA	Emergency Manager
• Assist in procurement of food and establishment of warehouses and feeding facilities. • Identify vacant migrant labor housing for use as temporary housing for evacuees. • Coordinate animal care support activities.	**(Agriculture/Animal Control)**
• Provide legal assistance, as required (to state officials; coordinate assistance to evacuees).	**(Legal Department)**
• Intervene in situations involving alleged civil rights violations. • Advocate for and provide services to individuals with disabilities. • Provide interpreter / translator services, as required (for deaf / hard of hearing, Spanish speaking)	**(Civil Rights Department)**
• Identify / mobilize volunteers from the Michigan Volunteer Registry. • Coordinate appropriate medical services for evacuees. • Provide vital records replacement information to evacuees.	**(Community Health Department)**
• Coordinate and monitor the assimilation of elderly evacuees.	AAA
• Provide resources to support evacuees. • Identify available space in correctional facilities for temporary housing, as required.	**(Corrections Agency)**
• Identify available space at **(Jurisdiction Name)** schools for temporary housing, as required. • Provide school enrollment information to evacuees. • Monitor and track evacuee student enrollment in **(Jurisdiction Name)** school districts.	**(Department of Education)**
• Implement the Disaster Food Stamp Program. • Provide liaison to the federal Individual and Households Program. • Assist in identifying additional temporary housing resources. • Request implementation of the Michigan Disaster Donations Management Plan, as required. • Register evacuees for human service and child care programs. • Coordinate / monitor the provision of human services to evacuees. • Identify / mobilize bilingual (translator) services for evacuees. • Identify / mobilize volunteers from the Michigan Community Service Commission, ARC and NGOs.	**(Department of Human Services)**
• Coordinate the establishment of group manufactured home sites. • Identify opportunities for new or re-development near established community services.	**(Community Development Department)**
• Provide insurance information to evacuees.	**(Department of Licensing)**
• Coordinate the use of park facilities for temporary housing.	**(Parks and Recreation Department)**
• Provide security assistance in settlement areas, as required.	**(Police Department)**

Assimilation Task Assignments	Responsible Agency
• Provide IT support at **(Jurisdiction Name)** managed temporary housing for long-term evacuees. • Identify available space in **(Jurisdiction Name)** managed facilities for temporary housing. • Protect evacuees at **(Jurisdiction Name)** owned / managed temporary housing. • Provide **(Jurisdiction Name)** -contracted supplies and services to support temporary housing. • Request activation of the State's donations management web site, as required.	**(Technology and Management Department)**
• Facilitate supplemental transportation in settlement areas, as required.	**(Transportation Department)**
• Provide housing assistance to low / moderate income evacuees. • Assist in the identification and procurement of additional temporary housing resources.	**(Housing Department)**
• Provide supplemental and case support to new residents.	NGOs, MIVOAD, ARC

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.

ATTACHMENT 3.1: PUBLIC INFORMATION SHELTERING-IN-PLACE TEMPLATE

(JURISDICTION LOGO)   **(Jurisdiction Name)**
Joint Information Center

NEWS RELEASE

For Immediate Release
News Release #: (INCIDENTNAME-01)
Date: (August 21, 2012)
Time: (1:20pm)

SHELTERING-IN-PLACE

Incidents may occur when it's best to stay where you are and avoid outside uncertainties. Some circumstances may dictate that barricading yourself ("sealing the room") from potentially contaminated outside air is a matter of survival. Use common sense and available information to assess the situation and determine if there is immediate danger. Sealing the room is a temporary measure and requires preplanning.

- Bring family and pets inside.
- Close and lock doors, windows, air vents and fireplace dampers.
- Turn off fans, air conditioners and forced air heating systems.
- Grab your emergency supply kits unless you believe they were contaminated.
- Go to an interior room with as few windows as possible.
- Seal windows, doors and air vents with 2-4 mil plastic sheeting and duct tape.
- Ideally, measure and cut sheeting in advance and make part of the supply kits.
- Cut sheeting several inches wider than the openings and label each sheet.
- Duct tape plastic at corners first and then tape down all edges.
- Use the best materials you have available to create the tightest barrier possible.
- Authorities may be temporarily unable to provide information.
- Scan all available newscasts and websites for up to date news and instructions.
- Sign up for services such as Nixle (www.nixle.com) to get the quickest updates.

Shelter Safety for Sealed Rooms
- Ten square feet of floor space per person provides sufficient air for up to five hours.
- Officials are unlikely to recommend sheltering in a sealed room for more than 2-3 hours.
- Effectiveness diminishes with time as contaminated outside air gradually seeps in.
- At this point, evacuation from the area is the better protective action to take.
- Ventilate the shelter when the emergency has passed.
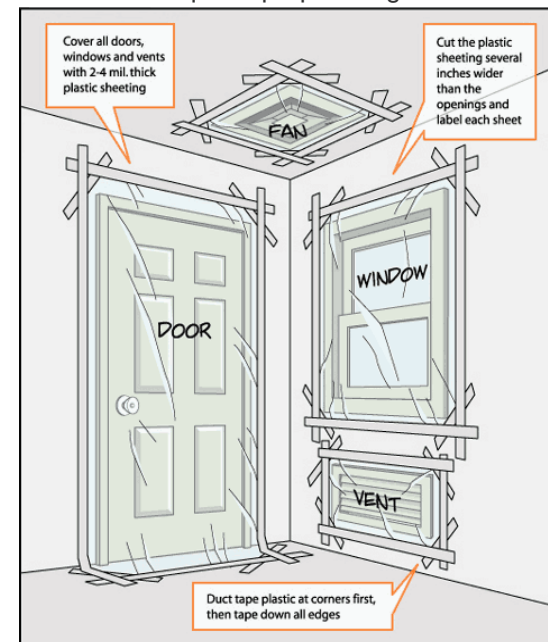
###

For further information, call **(telephone number)** or visit the **(Jurisdiction Name)** web site at www.ci.123abc.mi.gov. Thank you.

ATTACHMENT 3.2: PUBLIC INFORMATION MANDATORY EVACUATION TEMPLATE

(JURISDICTION LOGO)   **(Jurisdiction Name)**
Joint Information Center

NEWS RELEASE

For Immediate Release
News Release #: (INCIDENTNAME-01)
Date: (August 21, 2012)
Time: (1:20pm)

MANDATORY EVACUATION FOR (IMPACTED AREA)

 (Date) (Location) – **(Jurisdiction Name)** officials have ordered the mandatory evacuation of about *(estimated number)* residents of the *(Impacted Area)* by *(Time and Date)* for *(description of area to be evacuated)*.

The American Red Cross has opened shelters for evacuated residents at:

• (Shelter Name and Location)
• (Shelter Name and Location)
• (More as Needed…)

Only Service Animals are allowed at these shelters. They must have proof of current vaccinations, and the availability of pet food may be very limited. You should plan on bringing your own supply.

More shelters will be opening throughout the day, please check our website www.redcross.org for updates.

Volunteers are needed to support staff at all shelters; please contact the *(Local Chapter at 555-RED-CROS)* for more information. We are accepting food donations to help feed those staying at our shelter, contact us if you have water/food to donate. Cash donations are also welcome to support what will inevitably be an ongoing effort; you can send your donation to the *(Local Chapter at ADDRESS, CITY, MI ZIP)*; or donate online at www.redcross.org, or call *(Contact Name at PHONE #)* for more information on how you can help.

###

For further information, call **(telephone number)** or visit the **(Jurisdiction Name)** web site at www.ci.123abc.mi.gov. Thank you.

ATTACHMENT 3.3: PUBLIC INFORMATION VOLUNTEER NEWS RELEASE TEMPLATE

(JURISDICTION LOGO)   **(Jurisdiction Name)**
Joint Information Center

NEWS RELEASE

For Immediate Release
News Release #: (INCIDENTNAME-01)
Date: (August 21, 2012)
Time: (1:20pm)

VOLUNTEERS NEWS RELEASE

(Jurisdiction Name), Michigan

In response to **(insert name/type of incident)** in **(insert location)**, the **(Jurisdiction Name)** opened the Emergency Operations Center. The Emergency Operations Center has information about a variety of community needs and will match people who want to help with appropriate volunteer opportunities.

Volunteers can visit the Emergency Volunteer Center located at **(insert street address and city)** between **(insert opening time)** and **(insert closing time)**, or they may call 2-1-1 to learn about current volunteer needs and urgent skill requests. Agencies that need volunteers should call **(insert area code and phone number)**.

> *IF NEEDED, ADD THIS SECTION. Volunteers with **(list specific urgent skills needed such as language, medical, etc.)** are urged to contact the Emergency Volunteer Center immediately.*

People wishing to volunteer to assist, SHOULD NOT RESPOND TO THE INCIDENT; everyone wishing to Volunteer should Call 2-1-1 or come to the Volunteer Center for processing.

<div align="center">###</div>

For further information, call **(telephone number)** or visit the **(Jurisdiction Name)** web site at **(website)**. Thank you.

ATTACHMENT 3.4: PUBLIC INFORMATION OFFICES RELOCATED TEMPLATE

(JURISDICTION LOGO)   **(Jurisdiction Name)**
Joint Information Center

NEWS RELEASE

For Immediate Release
News Release #: (INCIDENTNAME-01)
Date: (August 21, 2012)
Time: (1:20pm)

OFFICES RELOCATED

(Jurisdiction Name) Offices have Temporarily Relocated

Due to the (**describe disaster conditions**) in the (**describe area impacted**), it has been necessary to relocate the **(Jurisdiction Name)** offices to an "Alternate Facility" at the (**insert name and location of facility**). This alternate location was established by (**Chief Elected Official**) on (**insert date**) in response to the (**describe damage / impacts**) caused to (**name damaged facilities or offices**). The (**insert name of facility or facilities**) will function as the Alternate Facility until such time as the original offices can be fully restored and made available for safe use. The (**Chief Elected Official**) has taken this extraordinary action in accordance with (**site relevant charter or ordinance**). The (Jurisdiction Name) staff has convened at the Alternate Facility to continue their respective functions. This relocation will not adversely impact any critical services and in fact will not affect the vast majority of (Jurisdiction Name) residents. Although the (Jurisdiction Name) office locations have temporarily changed, they will continue to function as required.

For further information, call (**telephone number**) or visit the **(Jurisdiction Name)** web site at (Website).

<div align="center">###</div>

For further information, call (**telephone number**) or visit the **(Jurisdiction Name)** web site at www.ci.123abc.mi.gov. Thank you.

ATTACHMENT 3.5: PUBLIC INFORMATION CONTINUITY OF OPERATIONS TEMPLATE

(JURISDICTION LOGO)   **(Jurisdiction Name)**
Joint Information Center

NEWS RELEASE

For Immediate Release
News Release #: (INCIDENTNAME-01)
Date: (August 21, 2012)
Time: (1:20pm)

CONTINUITY OF OPERATIONS

A (description of incident) has impacted the (identify impacted area) in **(Jurisdiction Name)** at _____ (time) on _____ (date).

Describe the incident, its impact, size, estimated number of people affected and estimated area affected. If an imminent or predicted storm, estimated time of arrival is ____.

(Jurisdiction Name) officials are issuing the following emergency information:

1. Quickly move to safer ground, away from the area of impact or expected impact.
2. Use the designated evacuation routes.
3. Take your emergency disaster kit.
4. Keep radio tuned to local radio for further instructions.
5. A (**type of incident**) is not (**describe common misunderstanding**), but a ___(**describe actual typical conditions**)___.
    (e.g., straight line winds are not a tornado, but they can bring damaging winds for sustained duration).
6. Approaching (**type of incident**) are sometimes preceded by a noticeable (**describe actual typical conditions**)_____.   This   is   nature's warning and should be heeded.
7. DO NOT go to observe the storm or phenomena. You may not be able to get to safety in time.
8. DO NOT call 911 for any reason except for medical emergencies.
9. Stay away from areas that are likely to be impacted.
10. A pet and livestock hotline has been established to arrange for Animal Search and Rescue and livestock care. Please let emergency and shelter personnel know if you have a pet or livestock so they can help make arrangements. The hotline is XXX-XXX-XXXX.

###

For further information, call **(telephone number)** or visit the **(Jurisdiction Name)** web site at www.ci.123abc.mi.gov. Thank you.

ATTACHMENT 3.6: PUBLIC INFORMATION ALTERNATE OPERATION FACILITY TEMPLATE

(JURISDICTION LOGO)   **(Jurisdiction Name)**
Joint Information Center

NEWS RELEASE

For Immediate Release
News Release #: **(INCIDENTNAME-01)**
Date: (**August 21, 2012**)
Time: (**1:20pm**)

ALTERNATE OPERATIONS FACILITY

BROADCAST 30-45 SECONDS

Due to the (**describe disaster conditions**) in the (Jurisdiction Name) area, and specifically (**name of facility or facilities**), it has been necessary to relocate (**name of office or department**) to an "Alternate Facility" at the (**name of facility or facilities**). This alternative location was established by (**title of office or department head**) on (**insert date**) in response to the (**describe damage / impacts**) caused to the (**name of office or department**)'s (**name of facility or facilities**). The (**insert name of facility or facilities**) will function as the alternative location until such time as (**name of office or department**)'s (**name of facility or facilities**) can be fully restored and made available for safe use. (**name of office or department**) management and staff have convened at the alternative location to continue their respective functions.

<div align="center">###</div>

For further information, call (**telephone number)** or visit the **(Jurisdiction Name)** web site at www.ci.123abc.mi.gov. Thank you.

ATTACHMENT 3.7: PUBLIC INFORMATION DON'T LEAVE YOUR PETS BEHIND TEMPLATE

(JURISDICTION LOGO)   **(Jurisdiction Name)**
Joint Information Center

NEWS RELEASE

For Immediate Release
News Release #: (**INCIDENTNAME-01**)
Date: (**August 21, 2012**)
Time: (**1:20pm**)

DON'T LEAVE YOUR PETS BEHIND

Your Pet Needs You to Be Prepared for Disasters. If you have to evacuate from (**type of emergency)**, plan to take your pets with you.

The [local Animal Control] is advising that you remember to pack the following items for your pets along with your own:

- o   Enough water and food for 3 days,
- o   Travel cage, leashes or harnesses, and favorite toys,
- o   Required medications and medical history forms,
- o   A current photo of your pet, and

If you become separated from your pet, please contact the [local Animal Control]; you will be expected to describe what your pet looks like. If you find that your pet was brought to an emergency animal shelter, you should bring a photo for positive identification to retrieve your pet.

A pet and livestock hotline has been established to arrange for Animal Search and Rescue and livestock care. Please let emergency and shelter personnel know if you have a pet or livestock so they can help make arrangements. The hotline is XXX-XXX-XXXX.

Your pets are dependent upon you - Do not leave your pets behind!

<div align="center">###</div>

For further information, call (**telephone number**) or visit the **(Jurisdiction Name)** web site at **(website)**. Thank you.

ATTACHMENT 3.8: PUBLIC INFORMATION ABANDONED ANIMALS TEMPLATE

(JURISDICTION LOGO)   **(Jurisdiction Name)**
Joint Information Center

NEWS RELEASE

For Immediate Release
News Release #: **(INCIDENTNAME-01)**
Date: **(August 21, 2012)**
Time: **(1:20pm)**

Sample Audio Press Release Template

ABANDONED ANIMALS - What to Do If You Find an Abandoned Animal

One of the most upsetting outcomes of **(type of emergency)** is the separation of pets from their owners – both for the pets and the owners.

If you find an abandoned animal, do not attempt to capture the animal yourself. In times of distress, animals may become fearful and display acts of aggression towards strangers. To avoid injury and the possible spread of disease, do not touch the animal and call Animal Control immediately.

If you become separated from your pet, please contact the Animal Control; you will be expected to describe what your pet looks like. If you find that your pet was brought to an emergency animal shelter, you'll need to bring a photo, medical records, or microchip identification number to retrieve your pet.

The **(Animal Control)** phone number is **(telephone number)**.

###

For further information, call **(telephone number)** or visit the **(Jurisdiction Name)** web site at www.ci.123abc.mi.gov. Thank you.

ATTACHMENT 3.9: PUBLIC INFORMATION EVACUATION ORDER PAO TEMPLATE

(JURISDICTION LOGO)   **(Jurisdiction Name)**
Joint Information Center

NEWS RELEASE

For Immediate Release
News Release #: **(INCIDENTNAME-01)**
Date: **(August 21, 2012)**
Time: **(1:20pm)**

EVACUATION ORDER

(Jurisdiction Name), MI – Due to **(describe the incident)**, Governor **(Name of Governor)** has issued a Protective Action Order for EVACUATION of all individuals within **(identify area)**. This Protective Action Order includes **(identify additional areas affected)**.

Individuals within (this/these) area(s) are instructed to leave the area and take necessary clothing, medication and special items with them and report to the designated public reception centers if shelter is needed. Emergency officials will issue announcements when the area is safe for residents to return. Public reception centers in **(Jurisdiction Name)** are located at **(Identify Reception Centers)**. As a precautionary measure, **(include exceptions or additions as necessary)**.

Residents are urged to use all means of communication at their disposal for evacuation and incident related information, including local radio and television stations, Twitter, Facebook, Nixle, and text messaging offered by media outlets and the **(Jurisdiction Name).**

Evacuate the area as calmly as possible. The decision by government authorities to issue an evacuation order is made as early as possible to allow adequate time to leave the affected area. The evacuation order is issued to protect public health and safety.

Take only essential items and clothing adequate for a few days, including bedding, medical supplies, toiletries, identification, keys, checkbook, cash, a portable radio, flashlight and extra batteries. Firearms and alcoholic beverages will NOT be permitted in shelters. As shelters accept ONLY Service Animals such as seeing-eye dogs, you must take your pets to a collocated pet shelter, pet friendly hotel, relatives, or make arrangements at a pet shelter. If you leave your pet, make sure you contain it indoors with a several day supply of food and water. DO NOT RELEASE YOUR PET INTO THE WILD.

Additional livestock information will be broadcast. Turn off fans and air conditioning. Set furnaces on a low setting. Turn off all appliances, lights and water faucets. Close and lock doors and windows.

In a NUCLEAR EVENT: When evacuating, close all windows and vents in the vehicle and shut off the heating or air conditioning as a precaution.

Tune the vehicle's radio to local stations for updated instructions. Drive carefully and follow directions issued by all law enforcement officials.

###

For further information, call **(telephone number)** or visit the **(Jurisdiction Name)** web site at (Website). Thank you.

ATTACHMENT 3.10: PUBLIC INFORMATION COMMUNITY ASSISTED EVACUATION TEMPLATE

(JURISDICTION LOGO)   **(Jurisdiction Name)**
Joint Information Center

NEWS RELEASE

For Immediate Release
News Release #: **(INCIDENTNAME-01)**
Date: **(August 21, 2012)**
Time: **(1:20pm)**

COMMUNITY ASSISTED EVACUATION

(Name of Incident Causing Evacuation)

(Jurisdiction Name), MI – Due to **(Name of Incident)**, Governor **(Name of Governor)** has issued a Protective Action Order for EVACUATION of all individuals living or working within **(identify area)**. This Protective Action Order also includes **(identify any additional areas affected)**.

Many of us will need additional assistance during a disaster. The Functional Needs registry will help emergency managers in your county be aware of your needs.

Can you answer no to any of the following?

- Do you receive information about local emergencies/disasters by radio, TV, or through friends and family?
- Do you have transportation of your own or from friends or family so that you could evacuate an area if needed?
- Do you have caregivers (i.e. doctor, nurse, family, friend, neighbor, case worker, etc.) who can offer care, support, medications, and/or medical supplies to you during an emergency/disaster?
- Are you able to take care of yourself during an emergency/disaster or I have someone who lives close by who I can count on to help in an emergency/disaster?
- Do you have pets or livestock? What kind, and how many?

The **(Jurisdiction Name)** is concerned about all resident's safety during an emergency or disaster and recognize that some residents may have unmet needs.

If you answered NO to any of these questions we invite you to complete the form below which will assist emergency managers in your area in contacting you to help ensure you have access to resources.

Completing the registry form does not guarantee that any organization will be able to contact you and/or render any assistance. Contact or assistance may not always be possible.

Individuals within (this/these) area(s) are instructed to leave the area and take necessary clothing, medication and special items with them and report to the designated public reception centers if shelter is needed.

MORE

Use all means of communication at their disposal for evacuation and incident related information, including local radio and television stations, Twitter, Facebook, Nixle, and text messaging offered by media outlets and the **(Jurisdiction Name).**

Register: Register online at **(CAEP website)** as soon as you know you will need assistance or by dialing 211 on your phone. You will not be turned away if you're not registered, but if you register early the **(Jurisdiction Name)** will be better prepared to make your evacuation as safe and quick as possible.

Go to an Evacuation Pick-up Center The **(Jurisdiction Name)** has designated evacuation pick-up locations around the community, identified on Map (**XX**). These locations are public places such as parks, libraries, schools, and community centers. Nursing homes are designated as evacuation pick-up locations where senior citizens and disabled residents can receive extra assistance. During an evacuation, normal transit service may have already been suspended. In this case, if you are unable to reach the nearest pick-up location, contact 911.

Board. Police officers and other officials will be present at pick-up location to assist with the boarding process. The ride to the evacuation terminal is free. Other officials will be at the evacuation terminal to direct the evacuation process.

Luggage - During community assisted evacuation, one medium-sized suitcase per person is allowed. You will be asked to carry your luggage on your lap or at your feet during the ride. Buses may not have storage areas – there will be no room for large suitcases.

Animals – Register yourself and your pet together. You will be given an ID number to retrieve your pet if it can't travel with you. Small pets 15 pounds or less can ride with you in your lap or a lap carrier. Large, aggressive, hard to control, or multiple pets cannot be allowed. Personnel at the pick-up location will dispatch a vehicle that can bring your pet to the correct shelter. You will be asked to stay at the pick-up location with your animal. When the pet transport vehicle arrives, you and your pet will ride separately.

Riders with Disabilities -- When you register, you will indicate if there are disabled family members who will need assistance. For individuals with severely limited mobility who cannot ride buses, ambulances are used to help them evacuate.

For further information, call **(telephone number)** or visit the **(Jurisdiction Name)** web site at **(Website)**. Thank you.

ATTACHMENT 3.11: PUBLIC INFORMATION PREPARING FOR EVACUATION TEMPLATE

(JURISDICTION LOGO)   **(Jurisdiction Name)**
Joint Information Center

NEWS RELEASE

For Immediate Release
News Release #: **(INCIDENTNAME-01)**
Date: **(August 21, 2012)**
Time: **(1:20pm)**

PREPARING FOR EVACUATION

ACTION MESSAGES
o   Keep listening to local radio or television stations.
o   If authorities tell you to evacuate immediately, grab essentials and go.
o   Prepare your home if you have time.

If You Are Being Evacuated:
o   Wear long pants, a long-sleeved shirt, and sturdy shoes.
o   Grab your Disaster Supply Kit and go. If that's not possible, at least try to take the following:
    o   First aid kit, prescription medications, dentures, eyeglasses, and hearing aid batteries.
    o   Bedding and a change of clothes
    o   Flashlight, radio, water, car and house keys, cash and personal ID.
o   Take your pets, and lock your home.
    o   Prepare and take a Disaster Kit for your pet as well, including food, water, medicines, medical records, and identification.
o   Use travel routes specified by local authorities.

If Mandatory Evacuation is not Immediate and You Have Time, Prepare Your Home.
o   Make arrangements for your pets and bring them into the house so they are ready.
o   Put your Disaster Supply Kit in your vehicle or by the door if you are being picked up or may be leaving on foot.
o   Tell your out-of-town contact in your Family Disaster Plan where you are going and when you expect to get there.
o   Look for potential hazards, such as items that may easily fall or break, and bring lawn furniture and other loose items indoors.
o   Turn OFF electricity at the main fuse or breaker, water at the main valve, and propane gas at service valves, BUT leave natural gas ON.
o   If strong winds are expected, cover the outside of all the windows of your home.
o   If flooding is expected, use sand bags to keep water away from your home; move valuable items from lower to upper floors or storage.

###

For further information, call **(telephone number)** or visit the **(Jurisdiction Name)** web site at **(website)**. Thank you.

ATTACHMENT 3.12: PUBLIC INFORMATION RE-ENTRY PLAN TEMPLATE

(JURISDICTION LOGO)   **(Jurisdiction Name)**
Joint Information Center

NEWS RELEASE

For Immediate Release
News Release #: **(INCIDENTNAME-01)**
Date: **(Date)**
Time: **(Time)**

RE-ENTRY PLAN

(Jurisdiction Name) is working with surrounding jurisdictions and the State on re-entry. The first two phases of re-entry, called Tier 1 and Tier 2, will begin simultaneously today, **(Date)**, at **(Time)**. Livestock producers will have a separate re-entry protocols. Call the Livestock Hotline at **XXX-XXX-XXXX.**

Tier 1 is made up of critical businesses and contractors and first responders. Tier 2 is made up of businesses necessary to prepare for the return of residents, such as groceries, pharmacies, gas stations and banks. Tier 1 and Tier 2 agencies and businesses must have "re-entry placards" which are credentials allowing them to enter and move about the parish. To speed up re-entry for residents, the plan for Tier 3 business re-entry has been cancelled. After Tier 1 and Tier 2 re-entry is complete, the parish will be open to re-entry by all other businesses and all residents.

(Jurisdiction Name) departments, partner agencies and private companies are working as fast as possible to reach "sustainable, sanitary, safe living conditions." Clean up by **(Jurisdiction Name)** forces and restoration of services by utility companies is underway. **(Jurisdiction Name)** public schools and parochial schools in will remain closed through the end of this week.

Some roads leading into the **(Jurisdiction Name)** are not passable. Within the **(Jurisdiction Name)**, over **(number and name of utility)** customers lost electricity. Power needed for water treatment and sewage treatment has not been restored. Power lines and poles are down, some blocking streets, and many traffic signals are down and blocking some intersections. Trees are toppled and many tree limbs and other debris are obstacles on roadways. The **(Jurisdiction Name)** Streets Department is clearing major thoroughfares and will then move onto secondary streets. There are no reports of street or structure flooding outside of the communities of **(Jurisdiction Name)**.

Provide a description of your organization, mission statement, website, etc.

###

For further information, call **(telephone number)** or visit the **(Jurisdiction Name)** web site at **(website)**. Thank you.

ATTACHMENT 3.13: PUBLIC INFORMATION BLANK TEMPLATE

(JURISDICTION LOGO)   **(Jurisdiction Name)**
Joint Information Center

NEWS RELEASE

For Immediate Release
News Release #: **(INCIDENTNAME-01)**
Date: **(August 21, 2012)**
Time: **(1:20pm)**

(TITLE OUTLINING SPECIFIC EVENT)

Intro paragraph: Detailed description of event including date, time, location, attendees, people available for interview, etc.

Who:

What:

Where/When:

Provide a description of your organization, mission statement, website, etc.

###

For further information, call **(telephone number)** or visit the **(Jurisdiction Name)** web site at **(Website)**. Thank you.

ATTACHMENT 4: EVACUATION and SHELTERING-IN-PLACE DECISION FACTORS

Evacuation

Pro
1. **Feel Safer.** Evacuees "feel" safer by fleeing danger.
2. **Vehicles are Available.** Many evacuees use an available family vehicle and many others use a relative's or friend's vehicle.
3. **Destinations.** Most evacuate to relatives, friends, or second homes.
4. **Family Units.** Nighttime evacuations are as family units vs. daytime evacuations when families are split by work, school, recreation, or shopping.
5. **Effective Precautionary Evacuations.** Precautionary evacuations are effective when sufficient time is available.
6. **Long Term.** Evacuation is necessary when an accidental release could be long term or there is potential for explosion.

Con
1. **Time Required.** Requires time to succeed.

Shelter-in-Place

Pro
1. **Immediate Protection.** Protection can be provided immediately.
2. **Short Warning Message.** The public warning message is short.
3. **Little Preparation Time.** Little or no preparation time is required.
4. **Ideal Life Support System.** The home is an ideal life support system with food, water, sanitation, medicine, bedding, communications, and familiarity.
5. **Short-Term Exposure.** May be appropriate for short-term exposures of 2-4 hours duration.
6. **Little Staff Support.** Requires less staff support than evacuation, shelter, traffic control, and special transportation.
7. **Reduced Liability.** Assuming the decision is made with a sound process and in good faith, there may be less liability than with a full evacuation.

2. **Lengthy Warning Message.** Public warning messages are lengthy to identify the danger, describe the evacuation area, list routes, identify shelters, and provide other directions.
3. **Extensive Support Services.** Requires setting up public shelters, traffic controls, area security, and special transportation for those without vehicles, handicapped, and on intensive care.
4. **Transient Populations.** Transient populations at parks, marinas, campgrounds, summer camps and resorts may not be familiar with area to accomplish an evacuation.
5. **Potential Exposure.** If toxic fumes are present during the evacuation and wind changes speed/direction, evacuees could travel unaware into or through dangerous gases.
6. **"Panic Flight."** The evacuation must be controlled and organized with credible information, to prevent "panic" flight.
7. **Multi-jurisdictional Problems.** Coordination of effort is difficult when evacuees of one jurisdiction are sent to another, or where the area evacuated consists of parts of several jurisdictions.
8. **Liability.** The protective action decision-maker must have a sound process and act with good faith to prevent liability.

Con
1. **Public Training Needed.** The general public needs to be trained on shelter-in-place actions and acceptance, as this action may be contrary to normal human nature to run from danger.
2. **Indoor Air Uncertainties.** Uncertainties may exist about whether indoor air concentrations will remain sufficiently low for a sufficiently long time.
3. **Explosive/Flammable Materials.** Inappropriate where releases of explosive or flammable gases could enter structures and be ignited by furnace of and water heater ignitions.
4. **Long-Term Exposure.** May be inappropriate for long-term exposures of 12 hours or more.
5. **Need to Air Out.** Infiltration of contaminants into the structure over time could result in high cumulative inhalation exposures unless the structure is "aired out" after the plume passes.
6. **Transients.** Those in parks, marinas, campgrounds, and outdoor events may not have suitable shelter available and would have to travel to shelter.

ATTACHMENT 5: SECTORING and MAPS

This section includes sample (statewide) maps of evacuation routes, airport, and rail facilities. These maps should be replaced with one or more maps showing all evacuation/transportation related routes and facilities in the local and regional area. Such maps should also include mass transit routes and embarkation points. The (Jurisdiction Name) may also consider evacuation sectoring, as described below, which should also be shown on the evacuation map.

ATTACHMENT 5.0 SECTORING

Alternative: Sectoring the jurisdiction based on differing land use / geographical patterns. Include a map of the community and its individual sectors.

Each area has different transportation and evacuation characteristics based on land use, geography, and infrastructure. The evacuation map in this section identifies the **(Jurisdiction Name)** sectors and their respective evacuation routes.

ATTACHMENT 5.1: EVACUATION ROUTES, COMFORT STATIONS, EMBARKATION SITES

Replace with local and/or vicinity maps.
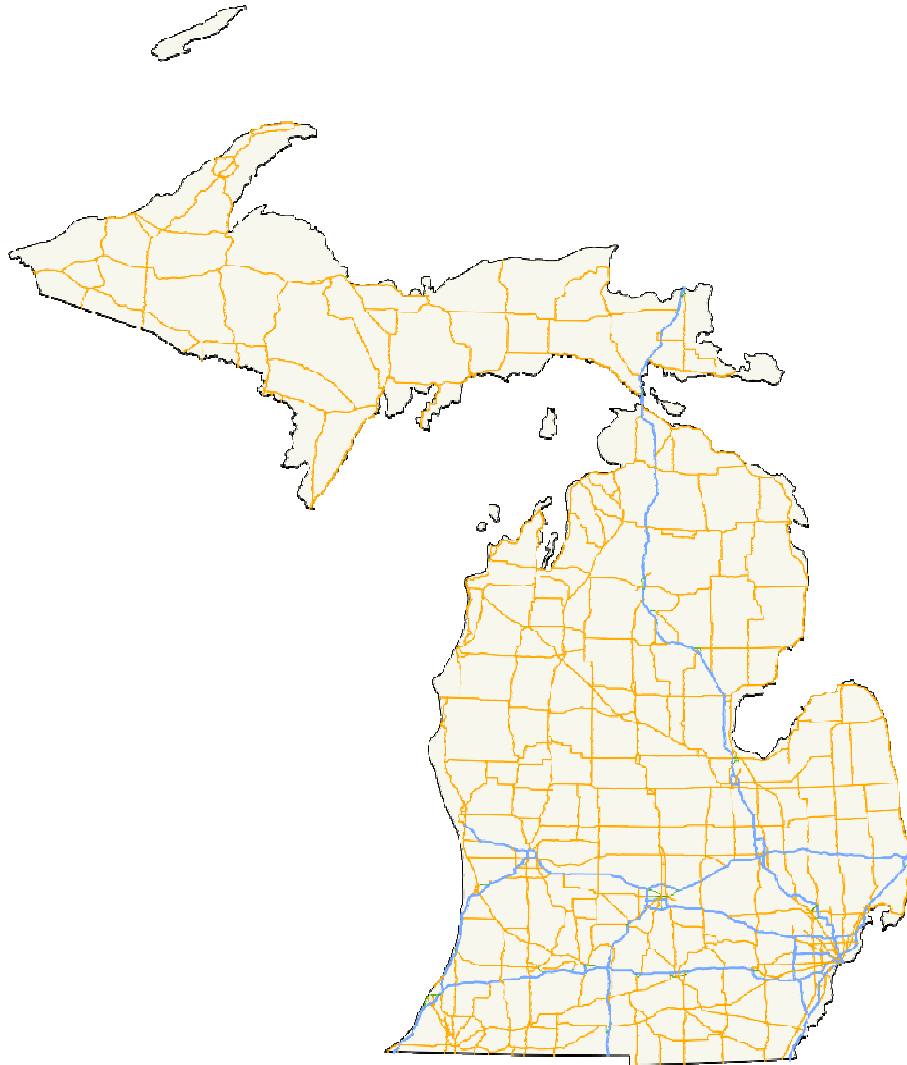
ATTACHMENT 5.2: CRITICAL INFRASTRUCTURE AND KEY RESOURCES

Insert inventory and local and/or vicinity maps.

ATTACHMENT 5.3: AIRPORT FACILITIES

Replace with local and/or vicinity maps.

Airports may provide assistance as evacuation or staging facilities. MDOT's current directory of airports is linked at www.michigan.gov/aero.
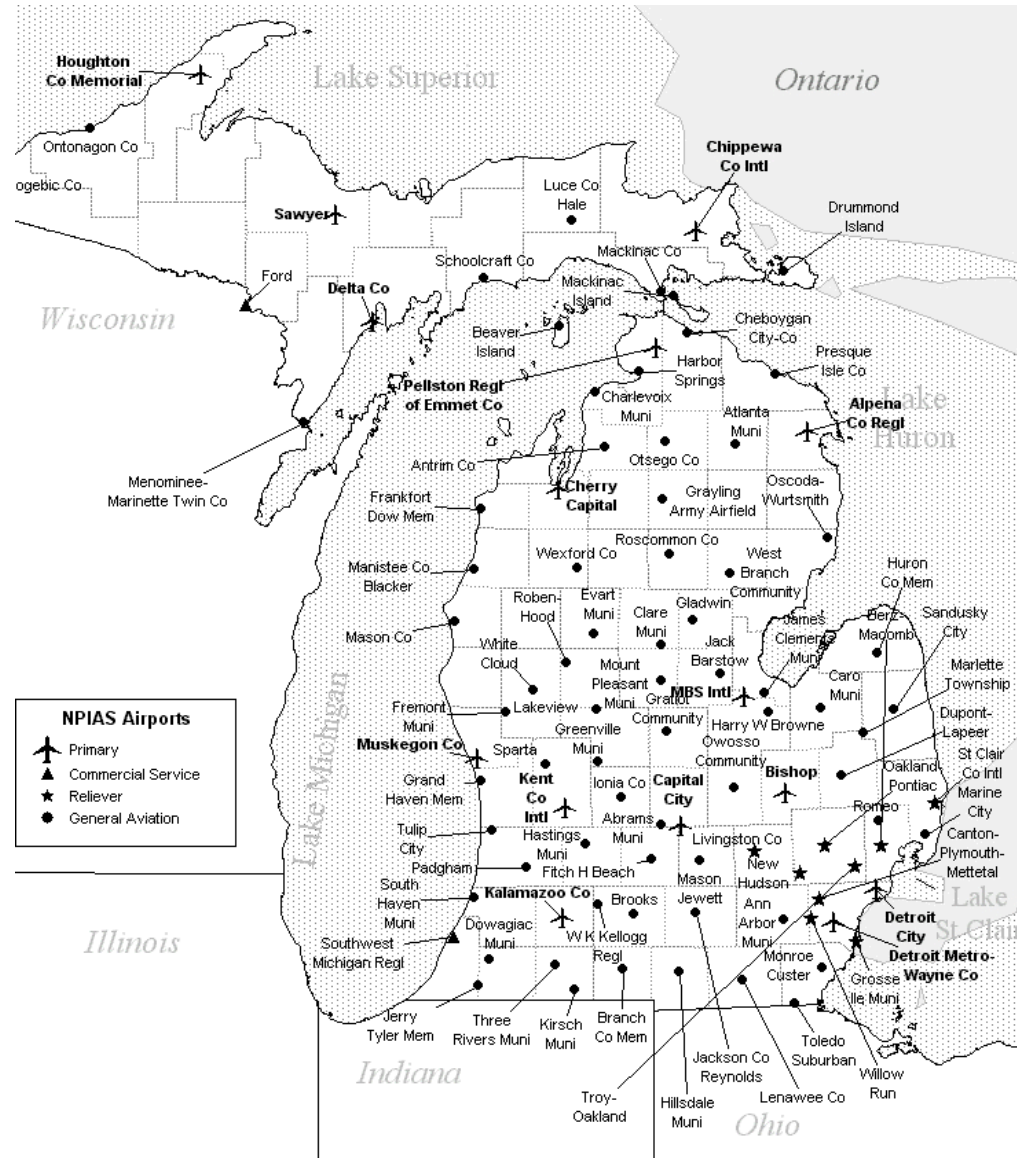
ATTACHMENT 5.4: EVACUATION FACILITIES – RAIL INFRASTRUCTURE

Replace with local and/or vicinity maps.

Michigan's railroad infrastructure is substantial, but with limited passenger routes. A local community can work with AMTRAK or local excursion rail services to pre-plan and negotiate possible passenger services in the event of evacuation operations.

The Michigan department of transportation also maintains a current list of emergency contacts with railroads operating in Michigan at the following web address: http://www.michigan.gov/mdot/0,4616,7-151-11056_22444_56485---,00.html

ATTACHMENT 6: SECTOR PLANNING TEMPLATE

Sample (Jurisdiction Name) Evacuation Template

Evacuation Coordinator
The **(Sector Designation)** Evacuation Coordinator is: _____

Embarkation Areas
The assembly areas for **(Sector Designation)** are:
- the bus stop at: _____
- the ferry terminal at: ___
- the boat ramp at: _____; and
- the parking lot at: _____.

Evacuation Routes
Land evacuation routes for **(Sector Designation)** are the main roads from _ to ____; from __ to ____; and from _____ to ____ (depending on which embarkation point is used).

Emergency Shelters
- Name, Address;
- Name, Address; and
- Name, Address.
- External emergency shelters for evacuees moved to the mainland will be selected from the emergency shelters coordinated by the American Red Cross.

Disembarkation Points
Disembarkation points for evacuees from **(Sector Designation)** are at _____. Other disembarkation points are at ____.

Key Contacts

Contact	Phone	Comments
Emergency Manager		Incident Coordination
Police	911	Security
Fire	911	Fire and Rescue
Marine Rescue		Water Rescue
Clinic		Minor Treatment
Medical Center		Emergency Room Treatment
American Red Cross		Shelter Information
United Way	211	Other Information

Helipads
Helipads are located at:

Other Planning Information - (Sector Designation)

Population

Community	Permanent Population by Age	
	<15 years	**65 years<**
(Jurisdiction Name)		
(Jurisdiction Name)		
(Jurisdiction Name)		
Total		

Visitors.

(Sector Designation) experiences significant population increases during the summer and holidays. The **(Jurisdiction Name)** will coordinate with major tourist attractions and the hotel industry to evacuate visitors to the island.

Functional Needs Groups
Contact: *Insert name of contact or contacts, and contact information, of Functional Needs advocacy organizations.*

Buses and Other Transport
Additional buses are operated by: *Insert name of contact or contacts, and contact information, of transportation agencies and companies.*

ATTACHMENT 7: COMMUNITY ASSISTED EVACUATION

> *If the **(Jurisdiction Name)** has a program to actively assist Functional Needs/Transportation Dependent individuals, include the following, amended as necessary. This text can also be modified if the community has a Functional Needs registry program/website.*

When the Governor mandates evacuation, not everyone is able to travel independently. The **(Jurisdiction Name)** has developed a Community Assisted Evacuation Plan (CAEP) to help people who cannot self-evacuate.

During an evacuation, the **(Jurisdiction Name)** makes vehicles, drivers and resources available to help residents evacuate the affected area. Available vehicles transport people from designated pick-up points around the city to one or more evacuation terminals. From there, residents are transported out of the affected area on transportation arranged by the **(Jurisdiction Name)** to shelters where they can stay or be picked up by friends or relatives.

Using Community Assisted Evacuation

1. *Register at: (registration website, office, or mailing address)*. You need to register if you know you will need assistance. Register as soon as you know you will need assistance through the 211 Call Center by simply dialing 211 on your phone. You can also register online at **(CAEP website)**. You will **NOT** be turned away if you're not registered, **BUT** if you register early the **(Jurisdiction Name)** will be better prepared to make your evacuation as safe and quick as possible.
2. *Go to an Evacuation Pick-up Center* The **(Jurisdiction Name)** has designated evacuation pick-up locations around the community, identified on Map (**XX**). These locations are public places such as parks, libraries, schools, and community centers. Nursing homes are designated as evacuation pick-up locations where senior citizens and disabled residents can receive extra assistance. During an evacuation, normal transit service may have already been suspended. In this case, if you are unable to reach the nearest pick-up location, contact 911.
3. *Board the bus.* Police officers and other officials will be present at pick-up location to assist with the boarding process. The ride to the evacuation terminal is free. Other officials will be at the evacuation terminal to direct the evacuation process.

What You Can Bring on Board

Luggage - During community assisted evacuation, one medium-sized suitcase per person is allowed. You will be asked to carry your luggage on your lap or at your feet during the ride. Buses may not have storage areas – there will be no room for large suitcases.

Animals – Register yourself and your pet together. You will be given an ID number to retrieve your pet if it can't travel with you. Small pets 15 pounds or less can ride with you in your lap or a lap carrier. Large, aggressive, hard to control, or multiple pets cannot be allowed. Personnel at the pick-up location will dispatch a vehicle that can bring your pet to the correct shelter. You will be asked to stay at the pick-up location with your animal. When the pet transport vehicle arrives, you and your pet will ride separately.

Disabled Riders

When you register, you will indicate if there are disabled family members who will need assistance. Para-transit services are normally reserved for customers certified under the Americans with Disabilities Act. These rules are relaxed during a community-assisted evacuation. Para-transit vehicles are put in service to bring disabled passengers to the pick-up locations. For citizens with severely limited mobility who cannot ride paratransit buses, ambulances are used to help them evacuate.

ATTACHMENT 8: ESTABLISHMENT OF SHELTERS

Shelter Inventory

The State of Michigan is identifying potential shelter facilities and determining facility specifications and limitations. The goal is to register these facilities in MI CIMS, including the appropriate attachments which list the support requirements for that facility.

National Shelter System Shelter Listings.

NSS facilitates tracking and reporting shelter information during a disaster. NSS also enables ARC chapters to maintain electronic records of all their shelters locations and inventory. MI CIMS will incorporate the NSS (https://nss.communityos.org/cms/) into the facility registration process.

> *Note: This long-term goal for the State of Michigan will be implemented, as time and resources permit, as potential shelter facilities are identified, the facility specifications and limitations are determined by the steward state departments and agencies, and this information is entered into MI CIMS as described above.*

Currently, ARC has over 2,100 Michigan shelter locations with approximately 285,000 shelter spaces registered in the NSS. These numbers change frequently as new facilities are added or existing facility information is modified. ARC has Memoranda of Agreement with each shelter facility owner and operator, which specify the parameters of facility usage for sheltering operations. Within the **(Jurisdiction Name)**, ARC shelter facility information can be accessed via the ARC EOC representative (if present) or by the designated point of contact.

During a disaster, NSS is the primary ARC tool for recording shelter numbers and enables speedy and efficient reporting. Registered users of NSS can identify the location, managing agency, capacity, current population, needs assessment, and other relevant information for all shelters. This information helps ARC and its partners develop strategies to ensure prompt and effective mass care service delivery. It also serves as a valuable pre-incident planning tool.

State/MI CIMS Shelter Listings

The ARC chapter serving **(Jurisdiction Name)** has worked with the **(Implementing Agency)** emergency management / homeland security program to identify and register local shelters in MI CIMS on the "Infrastructure" Board. At this time, the MI CIMS entries **(do / do not yet)** include the new attachment template listing the support requirements for the facilities based on the number of evacuees potentially assigned to the facility, and facility capacity. The attachment templates are based on the EMAC Shelter Management Ready Packages for 500, 1,000, 1,500 and 2,000 person shelters as described in Attachment 3 to this Support Plan. The **(Jurisdiction Name)** goal is to register every shelter facility in MI CIMS, the State's primary disaster operations information management system, including ARC, **(Jurisdiction Name)**, and state owned or operated sheltering facilities.

(Jurisdiction Name) ARC Shelter Facilities   **(Date)**

Locality	# of Shelters	Locality	# of Shelters	Locality	# of Shelters
				(JURISDICTION NAME) TOTAL:	
				APPROXIMATE # OF SPACES:	

The **(Implementing Agency)** will identify potential shelter facilities in their control and enter and maintain facility information in MI CIMS, including facilities offering shelter space for less than ten evacuees. EOC staff will review this inventory for possible matches when searching for available shelter space.

Concept of Operation for Shelter Establishment and Support.

This plan will be implemented when it is necessary to establish shelter space in the **(Jurisdiction Name)**. The catalyst will be an Initiating Disaster Condition, or intra- or inter-state evacuation which requires assistance from the **(Jurisdiction Name)** via the EMAC.

Interstate Mass Evacuations.

The Governor determines if the State will accept evacuees, and if so, how many, in federally facilitated interstate (out-of-state) mass evacuations. The decision is based on the State's capacity to adequately shelter and care for the number of evacuees requested. Once the Governor commits State resources, **(Jurisdiction Name)** will work with the MSP/EMHSD, ARC and other relevant agencies and NGOs to facilitate shelter resources.

Intrastate Evacuations.

The **(Jurisdiction Name), (Implementing Agency)** and relevant organizations will stand ready to assist under the provisions of EMAC if the MSP-EMHSD determines that local resources are inadequate to address mass care needs for intrastate evacuations.

Shelter Support Mission Package Requirements.

Each facility's MI CIMS "Shelter" board includes basic facility statistics. Beyond these basic statistics are *"Shelter Support Requirements"* derived from EMAC Shelter Management Ready Packages for shelter capacities of 500, 1,000, 1,500 and 2,000 evacuees, from lessons learned in Michigan's Hurricane Katrina sheltering operation, and other guidance sources.

"Shelter Support Requirements" are critical to effective shelter operation; and to ensure evacuees' health, safety, and welfare. The **(Jurisdiction Name)** EMC will review the attached templates appropriate to the facility's capacity, complete the basic facility information; make any revisions necessary to the support requirements, and attach it to the MI CIMS "Reference Info."

ATTACHMENT 8 CONTINUED: SHELTER SUPPORT

Attachment 8.1: State Shelter Support Mission Package Requirements – 500 Evacuees*
(Attachment under MI CIMS Reference Info**)

Facility Basic Information	500 Evacuees
Facility Name / Location:	
Facility Steward (Agency):	
Agency Running Shelter:	
Mission Purpose / Task:	Provide a shelter and management team for up to 500 evacuees for up to two weeks. The facility will provide at least 20,000 square feet of usable space for sleeping and general shelter activities (in accordance with ARC recommendations).
Mission Areas Supported:	Oversight and management in the following areas: • Shelter Management • Roster / Database of Sheltered Individuals • Feeding Operations • Procurement of Shelter Supplies • Shelter Status Reports as required • Shelter Safety and Security • First Aid / Medical Services • Household Pet Care Coordination • Shelter Entertainment / Recreation Activities • Child Care Services • Spiritual / Faith Based Needs • Counseling Services • IT and Communications at Shelter

* 20 square feet per person for short term evacuation shelters and up to 40 square feet per person for sheltering longer than 72 hours is recommended by FEMA. Persons who use wheelchairs, lift equipment, a service animal or personal assistance services can require up to 100 square feet.
http://www.ct.gov/demhs/lib/demhs/space__layout_considerations.pdf

Checklist of Support Requirements for Effective Facility Operation – 500 Evacuees***:

Agency / Organization	Support Requirements – Dedicated Spaces 500 Evacuees
Addressed by: **(Agency Name)**	• Separate enclosed space for the storage and care of pets. May be onsite or off site – depending on anticipated numbers and types of animals. Ventilation and climate controls are essential. • Enclosed space with tables / chairs for onsite feeding operations. Kitchen for meal preparation and be able to accommodate all 500 evacuees at one time. May require use of portable feeding canteen(s) to provide meals. • Sanitation facilities and services to accommodate 500 evacuees, including families with small children. May require use of portable facilities to augment existing onsite facilities. (Sanitation facilities include showers, wash basins, toilets, trash containers and dumpsters. Sanitation services include trash removal, kitchen / food service area cleaning, floor sweeping / mopping, and general clean up.) • Onsite space for general recreation and entertainment activities and child care. Ideally, will include both outdoor (e.g., open lawn area, sports courts, etc.) and indoor (e.g., gym, activity room, library / reading room, etc.) areas. • Separate quiet space for those needing or wanting space away from crowds and noise. • Separate enclosed space for first aid / medical care services – ideally away from the evacuee sleeping and activity areas. • Separate enclosed space for counseling services – ideally away from the evacuee sleeping and activity areas. • Dedicated indoor space for onsite computer terminals to allow evacuee access to the Internet and basic word processing. • Separate enclosed space for the temporary storage and sorting of donated goods and/or procured commodities. May be onsite or off site – depending on anticipated volume and types of donated goods and/or commodities. Ventilation and climate controls are essential. • Dedicated work space for the shelter management team as well as logistics and donations management operations (if implemented). Ideally, this space will be enclosed and away from the evacuee sleeping and activity areas. • Other (specify):

Checklist of Support Requirements for Effective Facility Operation – 500 Evacuees***

Agency / Organization	Support Requirements – Equipment / Supplies 500 Evacuees
Addressed by: **(Agency Name)**	**Furniture** 500 cots / bedding sets Tables and chairs to accommodate 500 evacuees for meals (may require phased meal service)
Addressed by: **(Agency Name)**	**Information Technology** 14 short range radios (VHF or UHF) 28 cell phones 1 GPS units 15 air cards 15 USB jump drives 3 all-In-one printers 15 laptop computers with power supply and printer 1 ID badge equipment and supplies (optional) Televisions to accommodate 500 evacuees (optional)
Addressed by: **(Agency Name)**	**Vehicles** 7 staff vehicles Mass transit vehicles to accommodate groups of evacuees, as required Transportation vehicles for animals, as required
Addressed by: **ARC**	**Red Cross Materials** 10 pk/50 disaster shelter registration forms (F5972) 10 pk disaster field ID kit (A4123 and/or A4123 for Spanish) 4 temporary name badges (F6712 shipped in pk/150) and holders
Addressed by: **(Agency Name)**	**Office / General Supply Kit** 4 easels with paper and markers 12 ballpoint pens 1 package of 3"x5"cards 2 clipboards 4 paper tablets 2 staplers 1 box of staples 2 boxes of paper clips 1 manual hole punch 2 large permanent markers 1 box of thumbtacks 2 rolls of masking tape 1 role of scotch tape

Agency / Organization	Support Requirements – Equipment / Supplies 500 Evacuees
	1 package of rubber bans
	1 pair of scissors
	1 box of file folders
	1 pad of easel paper
	1 3-ring binder with tab dividers
	1 whistle
	1 roll of orange or yellow traffic control tape
	1 box of trash bags (50)
	2 rolls of paper towels
	1 bottle of all-purpose cleaner
	1 flashlight and batteries
	1 electric lantern and batteries
	1 battery-operated radio
	1 package of antiseptic pre-moistened towelettes (50)
	sports equipment / games to accommodate 500 evacuees (will depend on available facilities)
Addressed by: **(Agency Name)**	**Sanitation (as required – to provide / supplement onsite facilities) / Personal Care**
	Portable showers / wash basins to accommodate 500 evacuees
	Portable toilets to accommodate 500 evacuees*
	5 brooms / dustpans
	2 mop buckets / mops
	10 large (50+ gallon) trash containers and 100 large plastic trash bags for liners
	200 rolls of toilet tissue
	5 packages of disposable diapers (50)
	5 boxes of sanitary napkins (50)
	10 boxes of facial tissue
	500 personal care kits (toothbrush / paste, soap, shampoo, washcloth, towel, comb, etc.)
	100 rolls of paper towels
	15 packages of antiseptic pre-moistened towelettes (50)
	laundry service to accommodate 500 evacuees (if stay is longer than one week)
Addressed by: **(Agency Name)**	**Miscellaneous Equipment**
	Portable generator (if not available onsite) – specifications TBD by SEOC / facility staff
	Service animal handling / care / sheltering equipment – refer to MEMP Animal Care Support Plan

* American Red Cross Mass Care Standards and Indicators recommends one toilet for every 20 persons in the shelter…Generally, each toilet room with stalls must have at least one fully accessible, standards-compliant water closet/stall (see 28 C.F.R. pt. 36, App. A, ADA Standards for Accessible Design §§ 4.1.2(6), 4.16, 4.17, 4.18, 4.19, 4.22, Figs. 29, 30, 31, and 32). This includes appropriate side and rear grab bars, sufficient clear floor space, the toilet seat must be between 17-19 inches from the finished floor, and the centerline of the toilet must be 18 inches from the side wall.

Checklist of Support Requirements for Effective Facility Operation – 500 Evacuees***

Agency / Organization	Support Requirements – Personnel 500 Evacuees
Addressed (overall staffing) by: Position filled by:	(28 primary + 52 optional = 80 total personnel; 24- hour operations x 12 hour shifts) 1 Shelter Manager 4 Shift Supervisor 9 Registration Staff 2 Safety / Security Supervisor *14 Security Officers (optional)* *5 First Aid Station Staff (LPN or Paramedic) (optional)* 2 Feeding Services Manager *12 Feeding Services Staff (optional)* 1 Service Animal / Pet Intake and Care Coordinator (this is a shelter that does not accept pets - pet shelter requirements are given in Attachment 18.) 1 Activities / Recreation Coordinator 1 Child Care Supervisor *1 Child Care Staff for each 6 children (optional)* 2 Dormitory Supervisor *12 Dormitory Staff (optional)* 2 IT and Communication Staff 2 Maintenance Services Supervisor *7 Maintenance Services Staff (optional)* 1 Logistics and Supply Supervisor (may also include donated goods) *2 Logistics and Supply Staff (optional)* *(optional) = personnel that will enhance operational effectiveness but are not absolutely required if sufficient resources are not available.*

Checklist of Support Requirements for Effective Facility Operation – 500 Evacuees***

Agency / Organization	Support Requirements – Logistics / Donations 500 Evacuees
Addressed by: **(Agency Name)**	Depending on the actual number of evacuees, facility stockpiles, and the flow of unsolicited donations of goods and services, there may be a need to implement logistics management and donations management operations onsite. At a minimum, these operations will consist of the following elements: • A management center with a dedicated computer terminal and telephone for EACH function. • A dedicated management center coordinator for onsite logistics and/or donations management activities. • An enclosed storage area (onsite or off site) to temporarily store and sort procured commodities and donated goods prior to distribution. (Note: Depending on the source, type, condition and appropriateness of donated goods, they may be used to meet the basic care needs of evacuees.) • An appropriate truck unloading area (preferably covered) if onsite storage is used. Onsite logistics and donations management operations will be consistent with the process and procedures prescribed in the Michigan Disaster Logistics Management Plan (MSP/EMHSD Publication 108) and the Michigan Disaster Donations Management Plan (MSP/EMHSD Publication 107), respectively. Both are support plans to the MEMP / Resource Support and Human Services ESFs.

*   Based on EMAC Shelter Management Mission Ready Packages for 500, 1,000, 1,500 and 2,000 person shelters.
**   Refer to the MI CIMS Shelter board for additional details regarding this facility.
*** Support that must be provided by state departments / agencies, local agencies, federal agencies, NGOs, private contractors, or volunteers. Unless pre-addressed by the facility owner / operator, the assignment of specific tasks related to these support requirements will be made in the SEOC based on incident and facility conditions, the anticipated number and type of evacuees, the anticipated duration of the shelter operation, and other pertinent factors. Assignments may vary from incident to incident depending on current conditions, capabilities, needs and timeframes.

Attachment 8.2: State Shelter Support Mission Package Requirements – 1,000 Evacuees*
(Attachment to MI CIMS Reference Info**)

Facility Basic Information	1,000 Evacuees
Facility Name / Location:	
Facility Steward (Agency):	
Agency Running Shelter:	
Mission Purpose / Task:	Provide a shelter and management team for up to 1,000 evacuees for up to two weeks. The facility will provide at least 40,000 square feet of usable space for sleeping and general shelter activities (in accordance with ARC recommendations).
Mission Areas Supported:	Oversight and management in the following areas: • Shelter Management • Roster / Database of Sheltered Individuals • Feeding Operations • Procurement of Shelter Supplies • Shelter Status Reports as required • Shelter Safety and Security • First Aid / Medical Services • Household Pet Care Coordination • Shelter Entertainment / Recreation Activities • Child Care Services • Spiritual / Faith Based Needs • Counseling Services • IT and Communications at Shelter

* 20 square feet per person for short term evacuation shelters and up to 40 square feet per person for sheltering longer than 72 hours is recommended by FEMA. Persons who use wheelchairs, lift equipment, a service animal or personal assistance services can require up to 100 square feet.
http://www.ct.gov/demhs/lib/demhs/space__layout_considerations.pdf

Checklist of Support Requirements for Effective Facility Operation – 1,000 Evacuees***:

Agency / Organization	Support Requirements – Dedicated Spaces 1,000 Evacuees
Addressed by:	• Separate enclosed space for the storage and care of pets. May be onsite or off site – depending on anticipated numbers and types of animals. Ventilation and climate controls are essential. • Enclosed space with tables / chairs for onsite feeding operations. Ideally, will have kitchen for meal preparation and be able to accommodate all 1,000 evacuees at one time. May require use of portable feeding canteen(s) to provide meals. • Sanitation facilities and services to accommodate 1,000 evacuees, including families with small children. May require use of portable facilities to augment existing onsite facilities. (Sanitation facilities include showers, wash basins, toilets, trash containers and dumpsters. Sanitation services include trash removal, kitchen / food service area cleaning, floor sweeping / mopping, and general clean up.) • Onsite space for general recreation and entertainment activities and child care. Ideally, will include both outdoor (e.g., open lawn area, sports courts, etc.) and indoor (e.g., gym, activity room, library / reading room, etc.) areas. • Separate quiet space for those needing or wanting space away from crowds and noise. • Separate enclosed space for first aid / medical care services – ideally away from the evacuee sleeping and activity areas. • Separate enclosed space for counseling services – ideally away from the evacuee sleeping and activity areas. • Dedicated indoor space for onsite computer terminals to allow evacuee access to the Internet and basic word processing. • Separate enclosed space for the temporary storage and sorting of donated goods and/or procured commodities. May be onsite or off site – depending on anticipated volume and types of donated goods and/or commodities. Ventilation and climate controls are essential. • Dedicated work space for the shelter management team as well as logistics and donations management operations (if implemented). Ideally, this space will be enclosed and away from the evacuee sleeping and activity areas. • Other (specify):

Checklist of Support Requirements for Effective Facility Operation – 1,000 Evacuees***:

Agency / Organization	Support Requirements – Equipment / Supplies 1,000 Evacuees
Addressed by:	**Furniture** 1,000 cots / bedding sets Tables and chairs to accommodate 1,000 evacuees for meals (may require phased meal service)
Addressed by:	**Information Technology** 18 short range radios (VHF or UHF) 36 cell phones 1 GPS units 15 air cards 15 USB jump drives 3 all-In-one printers 15 laptop computers with power supply and printer 1 ID badge equipment and supplies (optional) Televisions to accommodate 1,000 evacuees (optional)
Addressed by:	**Vehicles** 9 staff vehicles Mass transit vehicles to accommodate groups of evacuees, as required
Addressed by: ARC	**Red Cross Materials** 20 pk/50 disaster shelter registration forms (F5972) 20 pk disaster field ID kit (A4123 and/or A4123 for Spanish) 7 temporary name badges (F6712 shipped in pk/150) and holders
Addressed by:	**Office / General Supply Kit** 4 easels with paper and markers 12 ballpoint pens 1 package of 3"x5"cards 2 clipboards 4 paper tablets 2 staplers 1 box of staples 2 boxes of paper clips 1 manual hole punch 2 large permanent markers 1 box of thumbtacks 2 rolls of masking tape 1 role of scotch tape 1 package of rubber bans 1 pair of scissors

Agency / Organization	Support Requirements – Equipment / Supplies 1,000 Evacuees
	1 box of file folders 1 pad of easel paper 1 3-ring binder with tab dividers 1 whistle 1 roll of orange or yellow traffic control tape 1 box of trash bags (50) 2 rolls of paper towels 1 bottle of all-purpose cleaner 1 flashlight 1 electric lantern flashlight batteries lantern batteries 1 battery-operated radio 2 package of antiseptic pre-moistened towelettes (50) sports equipment / games to accommodate 1,000 evacuees (will depend on available facilities)
Addressed by:	**Sanitation (as required – to provide / supplement onsite facilities) / Personal Care** Portable showers / wash basins to accommodate 1,000 evacuees Portable toilets to accommodate 1,000 evacuees* 7 brooms / dustpans 3 mop buckets / mops 15 large (50+ gallon) trash containers and 150 large plastic trash bags for liners 300 rolls of toilet tissue 7 packages of disposable diapers (50) 7 boxes of sanitary napkins (50) 15 boxes of facial tissue 1,000 personal care kits (toothbrush / paste, soap, shampoo, washcloth, towel, comb, etc.) 150 rolls of paper towels 20 packages of antiseptic pre-moistened towelettes (50) laundry service to accommodate 1,000 evacuees (if stay is longer than one week)
Addressed by:	**Miscellaneous Equipment** Portable generator (if not available onsite) – specifications TBD by SEOC / facility staff Service animal handling / care / sheltering equipment – refer to MEMP Animal Care Support Plan

* American Red Cross Mass Care Standards and Indicators recommends one toilet for every 20 persons in the shelter…Generally, each toilet room with stalls must have at least one fully accessible, standards-compliant water closet/stall (see 28 C.F.R. pt. 36, App. A, ADA Standards for Accessible Design §§ 4.1.2(6), 4.16, 4.17, 4.18, 4.19, 4.22, Figs. 29, 30, 31, and 32). This includes appropriate side and rear grab bars, sufficient clear floor space, the toilet seat must be between 17-19 inches from the finished floor, and the centerline of the toilet must be 18 inches from the side wall.

Checklist of Support Requirements for Effective Facility Operation – 1,000 Evacuees***

Agency / Organization	Support Requirements – Personnel 1,000 Evacuees
Addressed (overall staffing) by:	(36 primary + 84 optional = 120 total personnel; 24- hour operations x 12 hour shifts)
Position filled by:	1 Shelter Manager 5 Shift Supervisor 12 Registration Staff 2 Safety / Security Supervisor *24 Security Officers (optional)* *15 First Aid Station Staff (LPN or Paramedic) (optional)* 2 Feeding Services Manager *14 Feeding Services Staff (optional)* 2 Service Animal / Pet Intake and Care Coordinator (this is a shelter that does not accept pets - pet shelter requirements are given in Attachment 18). 2 Activities / Recreation Coordinator 1 Child Care Supervisor *1 Child Care Staff for each 6 children (optional)* 2 Dormitory Supervisor *16 Dormitory Staff (optional)* 3 IT and Communication Staff 3 Maintenance Services Supervisor *12 Maintenance Services Staff (optional)* 1 Logistics and Supply Supervisor (may also include donated goods) *3 Logistics and Supply Staff (optional)* *(optional) = personnel that will enhance operational effectiveness but are not absolutely required if sufficient resources are not available.*

Checklist of Support Requirements for Effective Facility Operation – 1,000 Evacuees*

Agency / Organization	Support Requirements – Logistics / Donations 1,000 Evacuees
Addressed by:	Depending on the actual number of evacuees, facility stockpiles, and the flow of unsolicited donations of goods and services, there may be a need to implement logistics management and donations management operations onsite. At a minimum, these operations will consist of the following elements: • A management center with a dedicated computer terminal and telephone for EACH function. • A dedicated management center coordinator for onsite logistics and/or donations management activities. • An enclosed storage area (onsite or off site) to temporarily store and sort procured commodities and donated goods prior to distribution. (Note: Depending on the source, type, condition and appropriateness of donated goods, they may be used to meet the basic care needs of evacuees.) • An appropriate truck unloading area (preferably covered) if onsite storage is used. Onsite logistics and donations management operations will be consistent with the process and procedures prescribed in the Michigan Disaster Logistics Management Plan (MSP/EMHSD Publication 108) and the Michigan Disaster Donations Management Plan (MSP/EMHSD Publication 107), respectively. Both are support plans to the MEMP / Resource Support and Human Services ESFs.

*   Based on EMAC Shelter Management Mission Ready Packages for 500, 1,000, 1,500 and 2,000 person shelters.
**   Refer to the MI CIMS Shelter board for additional details regarding this facility.
*** Support that must be provided by state departments / agencies, local agencies, federal agencies, NGOs, private contractors, or volunteers. Unless pre-addressed by the facility owner / operator, the assignment of specific tasks related to these support requirements will be made in the SEOC based on incident and facility conditions, the anticipated number and type of evacuees, the anticipated duration of the shelter operation, and other pertinent factors. Assignments may vary from incident to incident depending on current conditions, capabilities, needs and timeframes.

Attachment 8.3: State Shelter Support Mission Package Requirements – 1,500 Evacuees*
(Attachment to MI CIMS Reference Info**)

Facility Basic Information	1,500 Evacuees
Facility Name / Location:	
Facility Steward (Agency):	
Agency Running Shelter:	
Mission Purpose / Task:	Provide a shelter and management team for up to 1,500 evacuees for up to two weeks. The facility will provide at least 60,000 square feet of usable space for sleeping and general shelter activities (in accordance with ARC recommendations).
Mission Areas Supported:	Oversight and management in the following areas: • Shelter Management • Roster / Database of Sheltered Individuals • Feeding Operations • Procurement of Shelter Supplies • Shelter Status Reports as required • Shelter Safety and Security • First Aid / Medical Services • Household Pet Care Coordination • Shelter Entertainment / Recreation Activities • Child Care Services • Spiritual / Faith Based Needs • Counseling Services • IT and Communications at Shelter

* 20 square feet per person for short term evacuation shelters and up to 40 square feet per person for sheltering longer than 72 hours is recommended by FEMA. Persons who use wheelchairs, lift equipment, a service animal or personal assistance services can require up to 100 square feet.
   http://www.ct.gov/demhs/lib/demhs/space__layout_considerations.pdf

Checklist of Support Requirements for Effective Facility Operation – 1,500 Evacuees***:

Agency / Organization	Support Requirements – Dedicated Spaces 1,500 Evacuees
Addressed by: **(Agency Name)**	• Separate enclosed space for the storage and care of pets. May be onsite or off site – depending on anticipated numbers and types of animals. Ventilation and climate controls are essential. • Enclosed space with tables / chairs for onsite feeding operations. Ideally, will have kitchen for meal preparation and be able to accommodate all 1,500 evacuees at one time. May require use of portable feeding canteen(s) to provide meals. • Sanitation facilities and services to accommodate 1,500 evacuees, including families with small children. May require use of portable facilities to augment existing onsite facilities. (Sanitation facilities include showers, wash basins, toilets, trash containers and dumpsters. Sanitation services include trash removal, kitchen / food service area cleaning, floor sweeping / mopping, and general clean up.) • Onsite space for general recreation and entertainment activities and child care. Ideally, will include both outdoor (e.g., open lawn area, sports courts, etc.) and indoor (e.g., gym, activity room, library / reading room, etc.) areas. • Separate quiet space for those needing or wanting space away from crowds and noise. • Separate enclosed space for first aid / medical care services – ideally away from the evacuee sleeping and activity areas. • Separate enclosed space for counseling services – ideally away from the evacuee sleeping and activity areas. • Dedicated indoor space for onsite computer terminals to allow evacuee access to the Internet and basic word processing. • Separate enclosed space for the temporary storage and sorting of donated goods and/or procured commodities. May be onsite or off site – depending on anticipated volume and types of donated goods and/or commodities. Ventilation and climate controls are essential. • Dedicated work space for the shelter management team as well as logistics and donations management operations (if implemented). Ideally, this space will be enclosed and away from the evacuee sleeping and activity areas. • Other (specify):

Checklist of Support Requirements for Effective Facility Operation – 1,500 Evacuees***:

Agency / Organization	Support Requirements – Equipment / Supplies 1,500 Evacuees
Addressed by: **(Agency Name)**	**Furniture** 1,500 cots / bedding sets Tables and chairs to accommodate 1,500 evacuees for meals (may require phased meal service)
Addressed by: **(Agency Name)**	**Information Technology** 21 short range radios (VHF or UHF) 42 cell phones 1 GPS units 15 air cards 15 USB jump drives 3 all-In-one printers 15 laptop computers with power supply and printer 1 ID badge equipment and supplies (optional) Televisions to accommodate 500 evacuees (optional)
Addressed by: **(Agency Name)**	**Vehicles** 11 staff vehicles Mass transit vehicles to accommodate groups of evacuees, as required
Addressed by: **(ARC)**	**Red Cross Materials** 30 pk/50 disaster shelter registration forms (F5972) 30 pk disaster field ID kit (A4123 and/or A4123 for Spanish) 10 temporary name badges (F6712 shipped in pk/150) and holders
Addressed by: **(Agency Name)**	**Office / General Supply Kit** 4 easels with paper and markers 12 ballpoint pens 1 package of 3"x5"cards 2 clipboards 4 paper tablets 2 staplers 1 box of staples 2 boxes of paper clips 1 manual hole punch 2 large permanent markers 1 box of thumbtacks 2 rolls of masking tape 1 role of scotch tape 1 package of rubber bans 1 pair of scissors

Agency / Organization	Support Requirements – Equipment / Supplies 1,500 Evacuees
	1 box of file folders 1 pad of easel paper 1 3-ring binder with tab dividers 1 whistle 1 roll of orange or yellow traffic control tape 1 box of trash bags (50) 2 rolls of paper towels 1 bottle of all-purpose cleaner 1 flashlight 1 electric lantern flashlight batteries lantern batteries 1 battery-operated radio 3 package of antiseptic pre-moistened towelettes (50) sports equipment / games to accommodate 1,500 evacuees (will depend on available facilities)
Addressed by: **(Agency Name)**	**Sanitation (as required – to provide / supplement onsite facilities) / Personal Care** Portable showers / wash basins to accommodate 1,500 evacuees Portable toilets to accommodate 1,500 evacuees* 9 brooms / dustpans 4 mop buckets / mops 20 large (50+ gallon) trash containers and 200 large plastic trash bags for liners 400 rolls of toilet tissue 9 packages of disposable diapers (50) 9 boxes of sanitary napkins (50) 20 boxes of facial tissue 1,500 personal care kits (toothbrush / paste, soap, shampoo, washcloth, towel, comb, etc.) 175 rolls of paper towels 20 packages of antiseptic pre-moistened towelettes (50) laundry service to accommodate 1,500 evacuees (if stay is longer than one week)
Addressed by: **(Agency Name)**	**Miscellaneous Equipment** Portable generator (if not available onsite) – specifications TBD by SEOC / facility staff Service animal handling / care / sheltering equipment – refer to MEMP Animal Care Support Plan

* American Red Cross Mass Care Standards and Indicators recommends one toilet for every 20 persons in the shelter…Generally, each toilet room with stalls must have at least one fully accessible, standards-compliant water closet/stall (see 28 C.F.R. pt. 36, App. A, ADA Standards for Accessible Design §§ 4.1.2(6), 4.16, 4.17, 4.18, 4.19, 4.22, Figs. 29, 30, 31, and 32). This includes appropriate side and rear grab bars, sufficient clear floor space, the toilet seat must be between 17-19 inches from the finished floor, and the centerline of the toilet must be 18 inches from the side wall.

Checklist of Support Requirements for Effective Facility Operation – 1,500 Evacuees***:

Agency / Organization	Support Requirements – Personnel 1,500 Evacuees
Addressed (overall staffing) by:	(42 primary + 106 optional = 148 total personnel; 24- hour operations x 12 hour shifts)
Position filled by:	1 Shelter Manager 6 Shift Supervisor 15 Registration Staff 2 Safety / Security Supervisor *34 Security Officers (optional)* *20 First Aid Station Staff (LPN or Paramedic) (optional)* 2 Feeding Services Manager *16 Feeding Services Staff (optional)* 3 Service Animal / Pet Intake and Care Coordinator (this is a shelter that does not accept pets - pet shelter requirements are given in Attachment 18). 3 Activities / Recreation Coordinator 1 Child Care Supervisor *1 Child Care Staff for each 6 children (optional)* 2 Dormitory Supervisor *18 Dormitory Staff (optional)* 3 IT and Communication Staff 3 Maintenance Services Supervisor *14 Maintenance Services Staff (optional)* 1 Logistics and Supply Supervisor (may also include donated goods) *4 Logistics and Supply Staff (optional)* *(optional) = personnel that will enhance operational effectiveness but are not absolutely required if sufficient resources are not available.*

Checklist of Support Requirements for Effective Facility Operation – 1,500 Evacuees***:

Agency / Organization	Support Requirements – Logistics / Donations 1,500 Evacuees
Addressed by: **(Agency Name)**	Depending on the actual number of evacuees, facility stockpiles, and the flow of unsolicited donations of goods and services, there may be a need to implement logistics management and donations management operations onsite. At a minimum, these operations will consist of the following elements: • A management center with a dedicated computer terminal and telephone for EACH function. • A dedicated management center coordinator for onsite logistics and/or donations management activities. • An enclosed storage area (onsite or off site) to temporarily store and sort procured commodities and donated goods prior to distribution. (Note: Depending on the source, type, condition and appropriateness of donated goods, they may be used to meet the basic care needs of evacuees.) • An appropriate truck unloading area (preferably covered) if onsite storage is used. Onsite logistics and donations management operations will be consistent with the process and procedures prescribed in the Michigan Disaster Logistics Management Plan (MSP/EMHSD Publication 108) and the Michigan Disaster Donations Management Plan (MSP/EMHSD Publication 107), respectively. Both are support plans to the MEMP / Resource Support and Human Services ESFs.

*   Based on EMAC Shelter Management Mission Ready Packages for 500, 1,000, 1,500 and 2,000 person shelters.
**   Refer to the MI CIMS Shelter board for additional details regarding this facility.
*** Support that must be provided by state departments / agencies, local agencies, federal agencies, NGOs, private contractors, or volunteers. Unless pre-addressed by the facility owner / operator, the assignment of specific tasks related to these support requirements will be made in the SEOC based on incident and facility conditions, the anticipated number and type of evacuees, the anticipated duration of the shelter operation, and other pertinent factors. Assignments may vary from incident to incident depending on current conditions, capabilities, needs and timeframes.

Attachment 8.4: State Shelter Support Mission Package Requirements – 2,000 Evacuees*
(Attachment to MI CIMS Reference Info**)

Facility Basic Information	2,000 Evacuees
Facility Name / Location:	
Facility Steward (Agency):	
Agency Running Shelter:	
Mission Purpose / Task:	Provide a shelter and management team for up to 2,000 evacuees for up to two weeks. The facility will provide at least 80,000 square feet of usable space for sleeping and general shelter activities (in accordance with ARC recommendations).
Mission Areas Supported:	Oversight and management in the following areas: • Shelter Management • Roster / Database of Sheltered Individuals • Feeding Operations • Procurement of Shelter Supplies • Shelter Status Reports as required • Shelter Safety and Security • First Aid / Medical Services • Household Pet Care Coordination • Shelter Entertainment / Recreation Activities • Child Care Services • Spiritual / Faith Based Needs • Counseling Services • IT and Communications at Shelter

* 20 square feet per person for short term evacuation shelters and up to 40 square feet per person for sheltering longer than 72 hours is recommended by FEMA. Persons who use wheelchairs, lift equipment, a service animal or personal assistance services can require up to 100 square feet.
http://www.ct.gov/demhs/lib/demhs/space__layout_considerations.pdf

Checklist of Support Requirements for Effective Facility Operation – 2,000 Evacuees***:

Agency / Organization	Support Requirements – Dedicated Spaces 2,000 Evacuees
Addressed by: **(Agency Name)**	• Separate enclosed space for the storage and care of pets. May be onsite or off site – depending on anticipated numbers and types of animals. Ventilation and climate controls are essential. • Enclosed space with tables / chairs for onsite feeding operations. Ideally, will have kitchen for meal preparation and be able to accommodate all 2,000 evacuees at one time. May require use of portable feeding canteen(s) to provide meals. • Sanitation facilities and services to accommodate 2,000 evacuees, including families with small children. May require use of portable facilities to augment existing onsite facilities. (Sanitation facilities include showers, wash basins, toilets, trash containers and dumpsters. Sanitation services include trash removal, kitchen / food service area cleaning, floor sweeping / mopping, and general clean up.) • Onsite space for general recreation and entertainment activities and child care. Ideally, will include both outdoor (e.g., open lawn area, sports courts, etc.) and indoor (e.g., gym, activity room, library / reading room, etc.) areas. • Separate quiet space for those needing or wanting space away from crowds and noise. • Separate enclosed space for first aid / medical care services – ideally away from the evacuee sleeping and activity areas. • Separate enclosed space for counseling services – ideally away from the evacuee sleeping and activity areas. • Dedicated indoor space for onsite computer terminals to allow evacuee access to the Internet and basic word processing. • Separate enclosed space for the temporary storage and sorting of donated goods and/or procured commodities. May be onsite or off site – depending on anticipated volume and types of donated goods and/or commodities. Ventilation and climate controls are essential. • Dedicated work space for the shelter management team as well as logistics and donations management operations (if implemented). Ideally, this space will be enclosed and away from the evacuee sleeping and activity areas. • Other (specify):

Checklist of Support Requirements for Effective Facility Operation – 2,000 Evacuees***:

Agency / Organization	Support Requirements – Equipment / Supplies 2,000 Evacuees
Addressed by: **(Agency Name)**	**Furniture** 2,000 cots / bedding sets Tables and chairs to accommodate 2,000 evacuees for meals (may require phased meal service)
Addressed by: **(Agency Name)**	**Information Technology** 26 short range radios (VHF or UHF) 51 cell phones 1 GPS units 20 air cards 20 USB jump drives 4 all-In-one printers 20 laptop computers with power supply and printer 1 ID badge equipment and supplies (optional) Televisions to accommodate 2,000 evacuees (optional)
Addressed by: **(Agency Name)**	**Vehicles** 14 staff vehicles Mass transit vehicles to accommodate groups of evacuees, as required
Addressed by: ARC	**Red Cross Materials** 40 pk/50 disaster shelter registration forms (F5972) 40 pk disaster field ID kit (A4123 and/or A4123 for Spanish) 13 temporary name badges (F6712 shipped in pk/150) and holders
Addressed by: **(Agency Name)**	**Office / General Supply Kit** 4 easels with paper and markers 12 ballpoint pens 1 package of 3"x5"cards 2 clipboards 4 paper tablets 2 staplers 1 box of staples 2 boxes of paper clips 1 manual hole punch 2 large permanent markers 1 box of thumbtacks 2 rolls of masking tape 1 role of scotch tape 1 package of rubber bans 1 pair of scissors

Agency / Organization	Support Requirements – Equipment / Supplies 2,000 Evacuees
	1 box of file folders 1 pad of easel paper 1 3-ring binder with tab dividers 1 whistle 1 roll of orange or yellow traffic control tape 1 box of trash bags (50) 2 rolls of paper towels 1 bottle of all-purpose cleaner 1 flashlight 1 electric lantern flashlight batteries lantern batteries 1 battery-operated radio 1 package of antiseptic pre-moistened towelettes (50) sports equipment / games to accommodate 500 evacuees (will depend on available facilities)
Addressed by: **(Agency Name)**	**Sanitation (as required – to provide / supplement onsite facilities) / Personal Care** Portable showers / wash basins to accommodate 2,000 evacuees Portable toilets to accommodate 2,000 evacuees* 10 brooms / dustpans 5 mop buckets / mops 25 large (50+ gallon) trash containers and 250 large plastic trash bags for liners 500 rolls of toilet tissue 10 packages of disposable diapers (50) 10 boxes of sanitary napkins (50) 25 boxes of facial tissue 2,000 personal care kits (toothbrush / paste, soap, shampoo, washcloth, towel, comb, etc.) 200 rolls of paper towels 25 packages of antiseptic pre-moistened towelettes (50) laundry service to accommodate 2,000 evacuees (if stay is longer than one week)
Addressed by: **(Agency Name)**	**Miscellaneous Equipment** Portable generator (if not available onsite) – specifications TBD by SEOC / facility staff Service animal handling / care / sheltering equipment – refer to MEMP Animal Care Support Plan

* American Red Cross Mass Care Standards and Indicators recommends one toilet for every 20 persons in the shelter…Generally, each toilet room with stalls must have at least one fully accessible, standards-compliant water closet/stall (see 28 C.F.R. pt. 36, App. A, ADA Standards for Accessible Design §§ 4.1.2(6), 4.16, 4.17, 4.18, 4.19, 4.22, Figs. 29, 30, 31, and 32). This includes appropriate side and rear grab bars, sufficient clear floor space, the toilet seat must be between 17-19 inches from the finished floor, and the centerline of the toilet must be 18 inches from the side wall.

Checklist of Support Requirements for Effective Facility Operation – 2,000 Evacuees***:

Agency / Organization	Support Requirements – Personnel 2,000 Evacuees
Addressed (overall staffing) by:	(51 primary + 128 optional = 179 total personnel; 24- hour operations x 12 hour shifts)
Position filled by:	1 Shelter Manager 7 Shift Supervisor 18 Registration Staff 2 Safety / Security Supervisor *44 Security Officers (optional)* *25 First Aid Station Staff (LPN or Paramedic) (optional)* 2 Feeding Services Manager *18 Feeding Services Staff (optional)* 4 Service Animal / Pet Intake and Care Coordinator (this is a shelter that does not accept pets - pet shelter requirements are given in Attachment 18). 4 Activities / Recreation Coordinator 1 Child Care Supervisor *1 Child Care Staff for each 6 children (optional)* 2 Dormitory Supervisor *20 Dormitory Staff (optional)* 4 IT and Communication Staff 3 Maintenance Services Supervisor *16 Maintenance Services Staff (optional)* 1 Logistics and Supply Supervisor (may also include donated goods) *5 Logistics and Supply Staff (optional)* *(optional) = personnel that will enhance operational effectiveness but are not absolutely required if sufficient resources are not available.*

Checklist of Support Requirements for Effective Facility Operation – 2,000 Evacuees***:

Agency / Organization	Support Requirements – Logistics / Donations 2,000 Evacuees
Addressed by: **(Agency Name)**	Depending on the actual number of evacuees, facility stockpiles, and the flow of unsolicited donations of goods and services, there may be a need to implement logistics management and donations management operations onsite. At a minimum, these operations will consist of the following elements: • A management center with a dedicated computer terminal and telephone for EACH function. • A dedicated management center coordinator for onsite logistics and/or donations management activities. • An enclosed storage area (onsite or off site) to temporarily store and sort procured commodities and donated goods prior to distribution. (Note: Depending on the source, type, condition and appropriateness of donated goods, they may be used to meet the basic care needs of evacuees.) • An appropriate truck unloading area (preferably covered) if onsite storage is used. Onsite logistics and donations management operations will be consistent with the process and procedures prescribed in the Michigan Disaster Logistics Management Plan (MSP/EMHSD Publication 108) and the Michigan Disaster Donations Management Plan (MSP/EMHSD Publication 107), respectively. Both are support plans to the MEMP / Resource Support and Human Services ESFs.

*   Based on EMAC Shelter Management Mission Ready Packages for 500, 1,000, 1,500 and 2,000 person shelters.
**   Refer to the MI CIMS Shelter board for additional details regarding this facility.
*** Support that must be provided by state departments / agencies, local agencies, federal agencies, NGOs, private contractors, or volunteers. Unless pre-addressed by the facility owner / operator, the assignment of specific tasks related to these support requirements will be made in the SEOC based on incident and facility conditions, the anticipated number and type of evacuees, the anticipated duration of the shelter operation, and other pertinent factors. Assignments may vary from incident to incident depending on current conditions, capabilities, needs and timeframes.

ATTACHMENT 9: FACILITY DETAILS FOR CONSIDERATION

Kind of Shelter	Shelter Purpose / Intent	Space Considerations	Sanitation Considerations (Per Day)	Feeding and Logistic Support Considerations
Shelter-in-place	Populations that are directed to remain in their existing/current living accommodations due to an incident or an event.	Home, current living accommodation or present location.	Contingent upon current location.	Contingent upon current location.
Temporary Evacuation Points	A safe staging area utilized for durations typically of several hours for populations that will be or have been displaced by an incident or an event.	May be open – not controlled or defined facility areas. Example: Parks, commercial or public facilities, parking lots.	• 1 toilet / 40 persons • Showers – N/A • 1 hand sink / 120 persons • 1 – 30gal lined and lidded trash can / 10 persons.	Sufficient food supply and logistics support to provide snacks, hydration and sanitation for population (Reference typed resource definition tables for the Mobile Kitchen and Field Kitchen Units).
Emergency Evacuation Shelters	A safe congregate care, environmentally protected facility utilized for durations typically not to exceed 72 hours by populations displaced by an incident or event.	20 sq. ft. dormitory area / person	• 1 toilet / 40 persons. • 1 shower / 72 persons. • 1 hand sink / 20 persons. • 5lbs dry waste capacity / person. • Laundry capabilities meet demands of 33% of population. • 1.5gal sewage capacity / person.	Sufficient supply and area to feed population using two shifts (seating) per meal, serving two meals plus snacks / hydration to each person per day.
Standard / Short Term Shelter	A safe congregate care, environmentally protected facility utilized for durations typically not to exceed 2-weeks by populations displaced by an incident or event.	40 sq. ft. dormitory area / person Additional space for Functional Needs Support Services	• 1 toilet / 20 persons. • 1 shower / 48 persons. • 1 hand sink / 20 persons. • 5lbs dry waste capacity / person. • Laundry capabilities meet demands of 33% of population. • 1.5gal sewage capacity / person.	Sufficient supply and area to feed population using two shifts (seating) per meal, serving two meals plus snacks / hydration to each person per day.
Long Term / Mega Shelter (Scope of services)	A safe congregate care, environmentally protected facility utilized for durations typically longer than 2-weeks for populations displaced by an incident or an event. This kind of shelter focuses not on the number of people sheltered but on the need for additional or supplemental services due to the extended period individuals will be sheltered.	60-80 sq. ft. dormitory area / person; 40 sq. ft. personal space / person	• 1 toilet / 20 persons. • 1 shower / 25 persons. • 1 hand sink / 20 persons. • 5lbs dry waste capacity / person. • Laundry capabilities meet demands of 33% of population. • 1.5gal sewage capacity / person.	Sufficient supply and area to feed population using two shifts (seating) per meal, serving two meals plus snacks / hydration to each person per day.

These guidelines are recommendations, not requirements. Using a specific facility as a shelter (see "Kind of Shelter Needed" above) requires the identification of available resources and potential gaps, including whether or not:
- The facility is accessible as defined in relevant government regulations, e.g. Americans with Disabilities Act (ADA)
- Accessible toilets must be provided according to ADA standards which are described in Attachment 12 to this document.

- Toilet details in the above table are based on the allocation of 60% women, 40% men.
- Shower resources are available
- Laundry services are available (either on-site or off-site pickup)
- Electrical power, lighting and generator supports are available.
  - o If utility power is available, generators may not be needed. The facility may have an operable transfer switch and back-up generation may be operable.
  - o The building may be wired with an existing transfer switch or may have a generator interconnect for connection to a portable generator. Panel requirements are needed to specify appropriate generator.
  - o There may be no existing transfer switch; however, a generator having full capacity to provide building power may be available. Building power may be electrically isolated from the utility system and temporarily connected directly to generator (requires assistance from local electric utility provider). Building panel requirements are needed to specify appropriate generator.
  - o Portable generators and drop cords may be used to provide temporary power for lighting or other small loads (generator is NOT interconnected with existing building wiring).
- HVAC is available. HVAC considerations should be based on seasonal and climate conditions and the total occupancy planned for the facility. Non-traditional use of a building may require additional HVAC capacity while serving as a shelter.
- A "refuge of last resort" us an option for people who have been unable to evacuate the risk area before or after a disaster incident. These facilities provide a place for people to seek protection from the elements but are not shelters. They do not normally provide food, drink, sleeping accommodations or other shelter services. While planners may identify facilities to serve as a refuge, public messaging regarding the availability of a "refuge of last resort" should only be provided once it is unsafe to travel to a shelter, and should not necessarily be communicated pre-event.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.

Attachment 9.1
Shelter Reception Center Diagram

REFRESHMENTS

FREE TELEPHONES

CHILD CARE AREA

ANIMAL CARE AREA (IF NEEDED)

HOUSING

SPECIAL SERVICES
(Messages, Counseling,

MEDICAL SERVICES

TRANSPORTATION ISSUES

5

6

INITIAL REGISTRATION
(and ANIMAL INTAKE IF NEEDED)
(1 table per 50 evacuees)

DIRECTIONS / HELP

FINANCE

7

4

COMFORT KITS

3

Intake Area

GREETER

ID CARDS

COMPUTERS

CHECKOUT

8

1

2

**ENTER
REGISTRATION**

**DEPART TO
HOUSING**
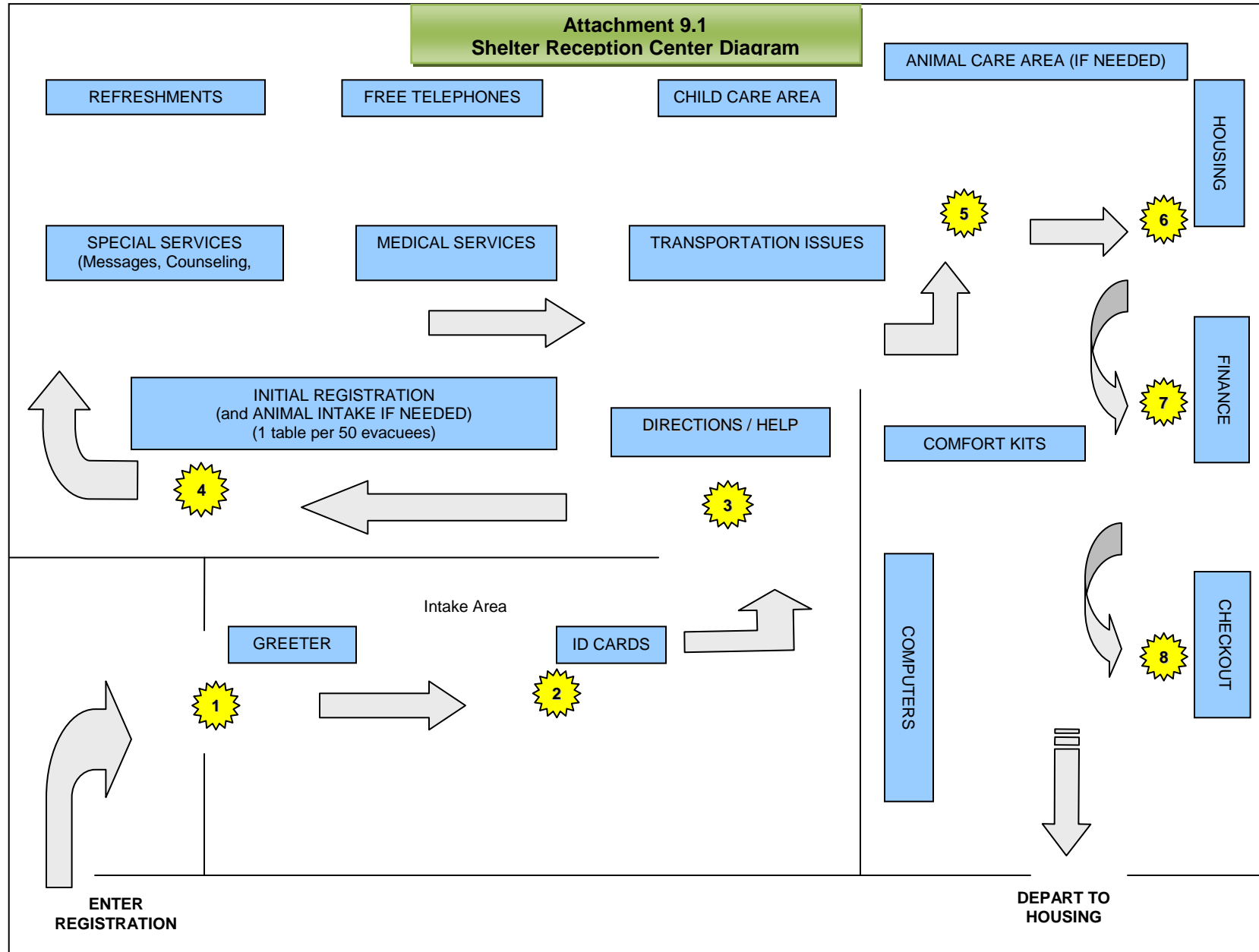
Attachment 9.2
General Population Shelter Layout Schematic

Outdoor Area / Smoking		Outdoor Pet Run
Families		Persons with Pets
		Single Men
Quiet / Low Light Area		Workers and Volunteers
		Single Women
Functional Needs Persons	Accessible Aisles	Elderly
Men's' Restrooms		Women's' Restrooms
Dining and Recreation		Health Services
Computers and Resource Tables	Reception	Security
Public Assistance	Accessible Entrance	Counseling and Spiritual Support

ATTACHMENT 10: INTAKE CONSIDERATIONS, C-MIST and FUNCTIONAL NEEDS

The following are functions defined as disaster criteria for "People with Disabilities and Elderly (PWD/E). The CMIST Functional Based Framework provides criteria for meeting the following needs of PWD/E disaster victims. Consult the local ARC for the most current shelter intake forms which consider C-MIST criteria.

- Communication
- Medical
- Maintaining functional Independence
- Supervision
- Transportation

Communication Needs

- Large populations who may not be able to:
- Hear verbal announcements
- See directional signage to assistance services
- Understand how to get food, water, and other assistance because of limitations in: Hearing or Seeing
- May have difficulties understanding (cognitive, intellectual). These populations will be ethnically diverse Have:
- Reduced or no ability to speak, see, and hear
- Limitations in learning and understanding Limited or no ability to speak, read, or understand English

How

- Post content of oral announcements in a specified public area
- Designate specific times and places where language and sign language interpreters will be available
- Provide language interpreters

Medical Needs

- Those who do not have or have lost adequate support from family or friends and need assistance with:
- Managing unstable, chronic, terminal, or contagious conditions that require observation and ongoing medical treatment
- Managing medications, intravenous IV therapy, tube feeding and monitoring of vital signs
- Dialysis, oxygen, and suction administration
- Managing wounds
- Operating power-dependent equipment to sustain life

How

- Provide medical staff including Doctors, Nurses, Nurses' Aides, EMTs, and Personnel trained to determine level of medical assistance necessary
- Provide/replace essential medications.

…Continued Next Page

Maintaining Functional Independence
- At risk individual who, when identified early and needs are addressed, avoid costly deterioration of health and mobility. Addressing needs can prevent health problems and avoid institutionalization

How
- Provide Personal Assistance Services (PAS) in order to meet Activities of Daily Living (ADL), such as personal care, assistance with moving, feeding, etc.
- Replacing:
  - Essential medications
  - Lost/damaged equipment (wheelchairs, scooters, walkers, etc.)
  - Essential supplies (catheters, Ostomy supplies, etc.)
  - Provide assistance with orientation to shelter facilities for those with visual limitations

Supervision
People who:
- Do not have or have lost adequate support from family or friends
- With conditions such as dementia, Alzheimer's, psychiatric conditions such as schizophrenia, intense anxiety, etc.
- Decompensate because of transfer trauma and stressors that exceed their ability to cope and function in a new environment
- Must be determined on a case-by-case basis.
- Unaccompanied children
- Prisoners

How
- Personal Assistance Services (PAS)
- Emergency shelter personnel
- Public or private security

Transportation
- People who cannot drive due to: Disability, Age, Poverty, Addictions, Legal restrictions (i.e. DUI's), and Zero vehicle households

How
- Provide transportation for individuals and their pets.
- Public transportation
- Private transportation (cars, vans, etc.)
- Volunteers
- Emergency transportation: Law enforcement (i.e. Police, Sheriff, CHP, etc.) or Ambulance (medical, etc.)

ATTACHMENT 10.1: SHELTER MANAGER CHECKLIST

Shelter Manager's Responsibilities

Obtain the following information:
- Nature of the Disaster
- Shelter assignment location
- Estimated shelter population
- Facility contact person
- Contact person/supervisor at the chapter/department/agency
- What other staff are being recruited:
  o Shift supervisor(s)
  o Registration
  o Feeding and Dormitory management
  o Disaster Health and Mental Health Services
  o Staff recruitment and placement
  o Logistics

- ***Notify your family and supervisor.***
- ***Review chapter/department/agency disaster response plan.***
- ***Pack personal items: clothes, toilet items, medications, blanket, phone numbers, etc.***
- ***Pick up shelter manager's kit.***

Initial Actions
- Establish contact with facility representatives; activate the building when ready. IF clients are waiting the facility may have to be partially activated immediately.
- Using the Statement of Agreement and *Facility Survey*, if they already exist, meet the facility representative for a pre-occupancy inspection. Negotiate and sign a *Facility Agreement*. Conduct pre-occupancy inspection using *Self-Inspection Worksheet Off-premises Liability Checklist*, and assess the general condition of the facility, citing pre-existing damage.
- Establish and maintain contact with the Red Cross /department/agency supervisory unit.
- Survey and lay out the space plan for the shelter.
- Organize and brief staff. Assign staff to perform the following tasks:
  o Registration
  o Dormitory Management and Feeding
  o Disaster Health and Disaster Mental Health Services
  o Staff Recruitment and Placement
  o Other client services and Logistics
  o Public information (coordinated with the EOC Public Information Officer)
  o Communications (if phones are out) (i.e. Amateur Radio Emergency Services)
- Project staffing and other support requirements for the next 48 hours. Notify the chapter/department/agency.
- Order start-up supplies and equipment and request any support needed such as security, Amateur Radio operators, and Public Information or Disaster Health Services personnel.

- Coordinate recruitment of additional personnel. Encourage the involvement of shelter residents as workers.
- Assess feeding options and discuss recommended solution with supervisor. Meet with Food Services supervisor.
- Establish a shelter log reporting process.
- Put up shelter identification both inside and out.
- Ensure that the Disaster Welfare Inquiry and Family Service copies of shelter registration forms are forwarded to headquarters.

Ongoing Actions
- Maintain regular communications with shelter coordinator or supervisor. Provide Shelter Daily Report information; discuss supply needs, problems and plans.
- Establish and meet regularly with the shelter advisory committee, and ensure that the physical and mental needs of clients are being met. Develop plans to meet these needs and request assistance if necessary.
- Ensure that shelter residents are receiving updated information about the disaster, the recovery process, and all of the resources available to them.
- Forward a copy of new registrations to Disaster Welfare Inquiry and Family Service units daily.
- Establish standard shift schedules for staff, usually for 9 to 13 hours.
- Conduct staff meetings. Include updates on disaster response and shelter operations, directions and advice from disaster headquarters, and status of problems and resolutions. Identify needs for clients, staff, supplies, and systems. Address rumors.
- Monitor disaster response efforts, and plan for the closing of the shelter.
- Ensure that the proper systems are in place to track expenditures, bills and invoices, materials, and local volunteer records.
- Develop plans for maintaining the shelter until closing is possible, including staffing and supply needs.
- Routinely inspect the safety and sanitation of the facility, including the kitchen, dormitories, bathrooms, exterior and registration area and ensure that health standards and clients' needs are being met.
- Meet regularly with the facility representative to share concerns and resolve potential problems.
- Work with the clients and feeding supervisor to ensure the appropriate menus are being planned that reflect the preferences of the shelter population.

Closing Actions
- Coordinate plans to close the shelter with your supervisor and community well in advance of the actual closing.
- Coordinate with Family Service to ensure timely and appropriate placement of all remaining shelter occupants.
- Communicate to remaining shelter residents the plan for closing the shelter. Encourage individuals who have not already contacted Family Service to do so.
- Consult with your supervisor about the disposition of all Red Cross and USDA food supplies.
- Ensure Logistics staff take the following actions:
  o Complete the inventory of all supplies owned by the facility that were used in the shelter, and forward this to your supervisor.
  o Return all rented or borrowed equipment to owners. Send your supervisor signed receipts for such equipment.
  o Arrange for the cleaning of the facility and have it returned to the pre-occupancy condition or as close to the pre-occupancy condition as possible.
  o Return Red Cross supplies and equipment to the chapter/department/agency or central storage facility. Submit to your supervisor a list of items returned.
  o Forward all pending financial commitments to the supervisor for payment. Ask suppliers to send final bills to your supervisor.
- Consult with the supervisor about transfer or release of staff.
- Remove all Red Cross ID materials from the facility.

- Prepare a thank-you list of other voluntary organizations, vendors, and staff to be thanked or recognized.
- Forward all mass care shelter files to the chapter/department/agency.
- Forward all volunteer lists to the Local Disaster Volunteer function or the chapter/department/agency for recognition and appreciation letters.
- Prepare a narrative report on the shelter operation and submit it to your supervisor. Include the shelter location and dates of operation, summary of services provided, problems and recommendations.

Developed from ARC 3068-11A - @American National Red Cross

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.

ATTACHMENT 11: SHELTER SIGN TEMPLATES

Sample shelter signs are provided in this section for customization and use as appropriate in shelter and mass care facilities. The sample signs included, in order are:

- Shelter Closing Notification Sign (Post 24-hour Prior to Closing)
- Shelter Closing Notification Sign (Final Notice – Post After Closing)
- Register Here Sign
- Nursing Station Sign
- Men's Restroom Sign
- Women's Restroom Sign
- Quiet Area Sign
- Register Here for Safe and Well Sign
- Phones Sign
- Computers Sign
- Service Animals
- Please Sign In and Out Sign
- Resources / Information Sign
- Handicap Sign
- Right Arrow Sign
- Left Arrow Sign
- Up Arrow Sign

SHELTER CLOSING NOTIFICATION

(Initial notice – Must be posted 24 hours PRIOR to closure of shelter

The following is an important message to local disaster victims from the City/County of _____.

The City/County will close its disaster relief shelter located at: _____ on _____.

If you are a disaster victim and need local assistance, please go to the shelter prior to its closing date and time listed above.

SHELTER CLOSING NOTIFICATION

(Final notice – Must be posted after closure of shelter)

The following is an important message to local disaster victims from the City/County of

_____.

The City/County has closed its disaster relief shelter located at: _____.

Those who need assistance should contact the Red Cross at: (800) 951-5600.

American Red Cross
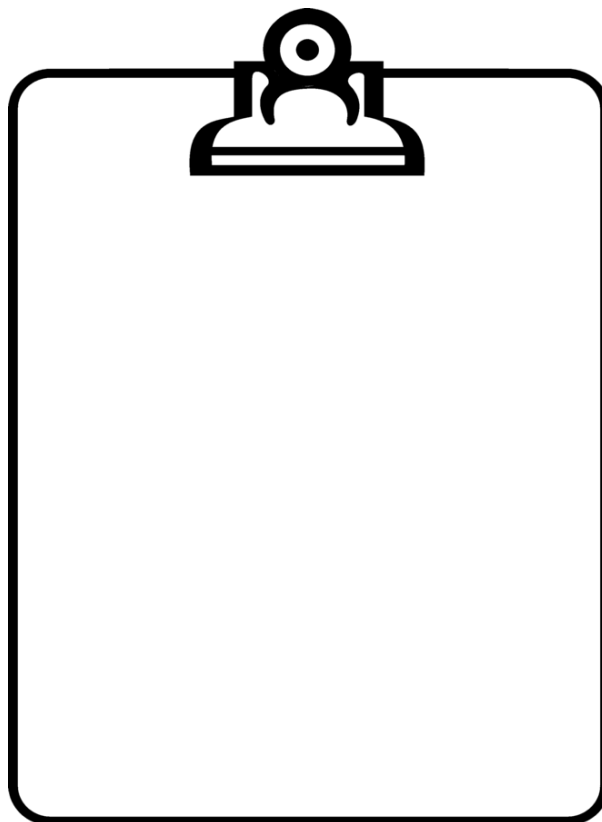
Register Here

Nursing Station
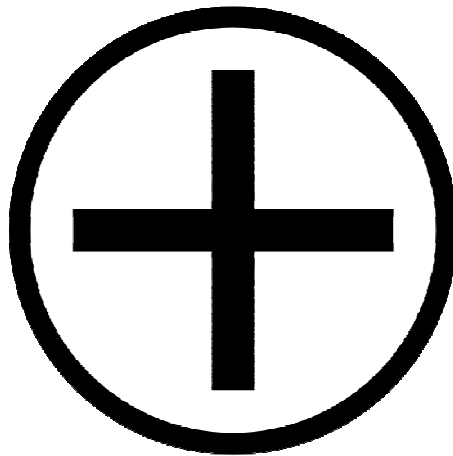
Men's' Restrooms

Women's' Restroom

Quiet Area
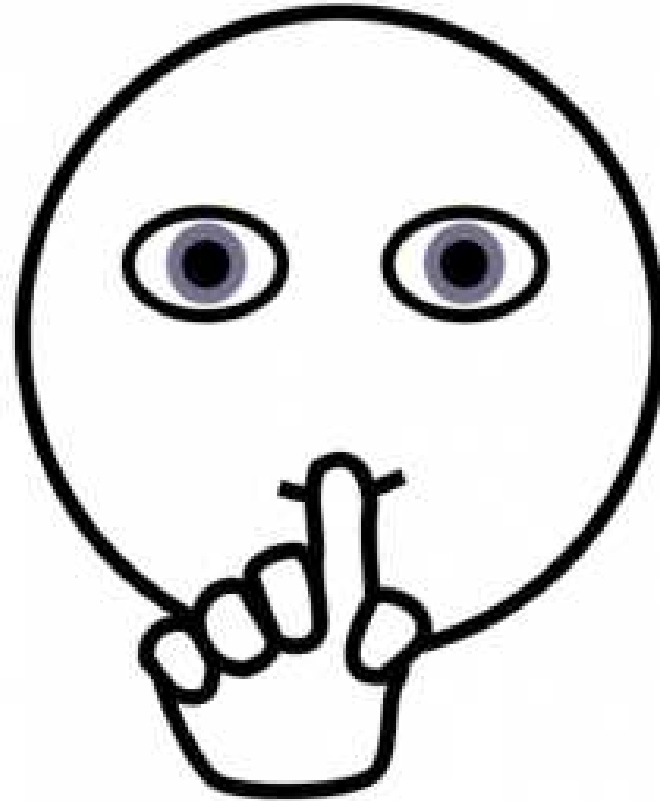
Quiet, Please!

www.PrintableSigns.net

Register Here for Safe and Well

Phones

Computers

SERVICE ANIMAL

"Service animal means **any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability**, including a physical, sensory, psychiatric, intellectual, or other mental disability. *Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.* The work or tasks performed by a service animal must be directly related to the individual´s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal´s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."

American Disabilities Act of 1990 Title III Regulations, Part 36 Nondiscrimination on the Basis of Disability in Public Accommodations and Commercial Facilities, (as amended by the final rule published on September 15, 2010)

Please
Sign In and Out

Resources and Information
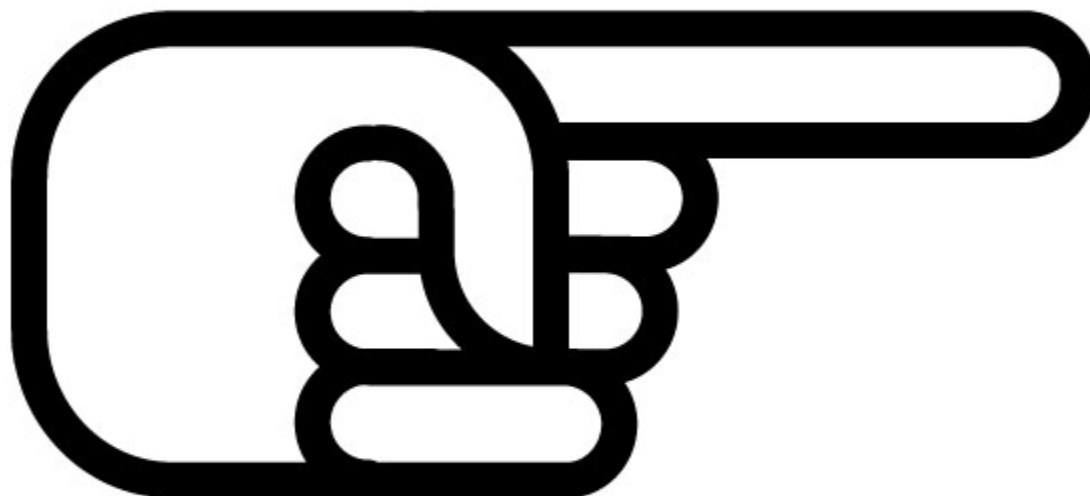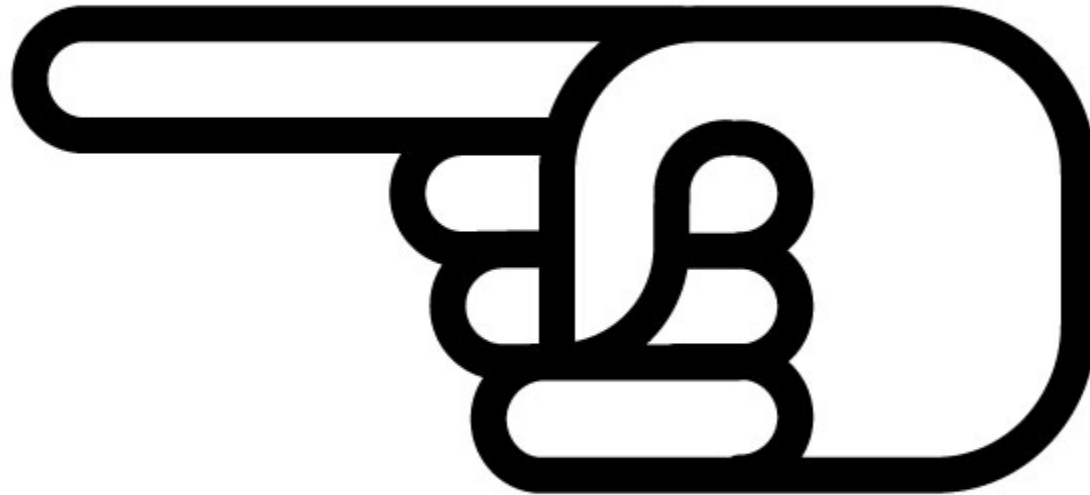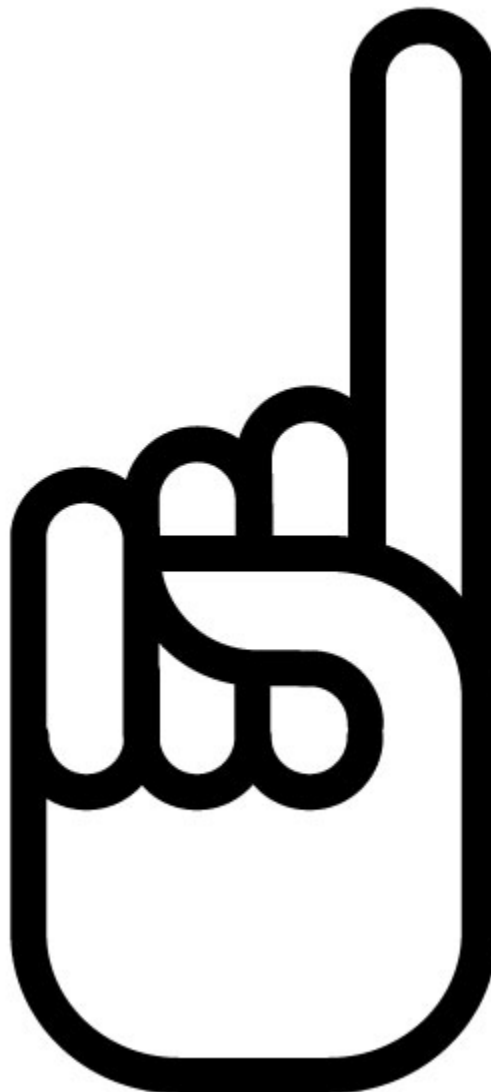
ATTACHMENT 12: SHELTER ACCESSIBILITY

ADA Best Practices Tool Kit for State and Local Governments

Chapter 7 Addendum 2:
The ADA and Emergency Shelters: Access for All in Emergencies and Disasters

"One of government's primary responsibilities is to protect residents and visitors. Providing emergency shelter during disasters and emergencies is a basic way of carrying out this duty. Shelters are sometimes operated by government entities themselves. More commonly, though, shelters are operated for the state or local government by a third party – often the American Red Cross. Regardless of who operates a shelter, the Americans with Disabilities Act (ADA) generally requires shelters to provide equal access to the many benefits that shelters provide, including safety, food, services, comfort, information, a place to sleep until it is safe to return home, and the support and assistance of family, friends, and neighbors. In general, the ADA does not require any action that would result in a fundamental alteration in the nature of a service, program, or activity or that would impose undue financial and administrative burdens. This Addendum discusses some of the key issues that emergency managers and shelter operators need to address in order to comply with the ADA when they plan for and provide shelter during emergencies and disasters. Although this Addendum focuses primarily on issues affecting shelter residents with disabilities, these issues are also generally applicable to volunteers and employees with disabilities."

The remainder of this document may be referenced at: http://www.ada.gov/pcatoolkit/chap7shelterprog.htm

Americans with Disabilities Act
ADA Checklist for Emergency Shelters
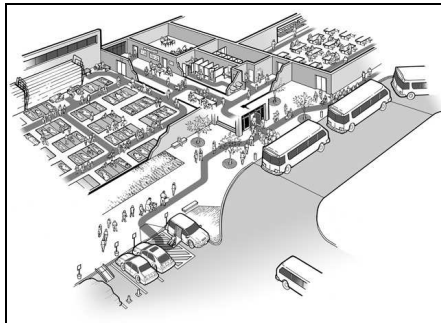
ACCESSIBILITY

This is an abbreviated version of the department of justice's "ADA Checklist for Emergency Shelters." For the full document with illustrations and dimensional criteria, please visit http://www.ada.gov/pcatoolkit/chap7shelterchk.htm

Also consult the ARC for its most current "Shelter Facility Survey" form which includes many of these considerations in assessing potential shelter sites.

An additional resource relative to Service Animals is the "ADA 2010 Revised Requirements – Service Animals" bulletin from the DOJ located at http://www.ada.gov/service_animals_2010.htm.

Accessible Emergency Shelters

A primary role of State and local government is to protect people from harm and help them obtain food and shelter in major emergencies. When disasters occur, people are often provided safe refuge in temporary shelters located in a variety of facility types. Advance planning for emergency shelters typically assures that shelters will be well stocked with basic necessities, such as food, water, and blankets. Planning also ensures that these shelters are accessible to people with disabilities. Making emergency shelters accessible is generally required by the Americans with Disabilities Act of 1990 (ADA).

A. Evaluating the Physical Accessibility of Emergency Shelters

In order to be prepared for an emergency that requires sheltering, accessible features should be part of an emergency shelter. A first step to providing an accessible shelter is to identify any physical barriers that exist that will prevent access to people with disabilities. One good way to do this is to inspect each shelter facility that your community plans to use in an emergency and identify barriers to people with disabilities, including people who use wheelchairs or scooters or who have difficulty walking, people who are deaf or hard-of-hearing, and people who are blind or who have low vision. Facilities built or extensively altered since the ADA went into effect in 1992 may have few barriers to accessibility and could be good choices for emergency shelters. Facilities built before 1992 and not altered to provide accessibility may have barriers that prevent access to people with disabilities.

When evaluating physical accessibility in older facilities, it may be a good idea to do the analysis in two parts. If you suspect that an older facility is not accessible, you can do a preliminary analysis before completing a detailed accessibility survey. This preliminary analysis, or quick-check, can eliminate facilities with extensive barriers so that the focus can be on those facilities that are most appropriate to become accessible shelters. To help identify older buildings that may be good candidates to become accessible shelters, a copy of the Accessible Shelter Quick-Check Survey is provided on page 7. After completing the Quick-Check Survey, if you have checked "Yes" for most of the questions on the forms, you should conduct a full accessibility survey using the ADA Checklist for Emergency Shelters.

If you find barriers to accessibility after completing the checklist, the next step is to either remove the barriers or identify other nearby accessible facilities that can serve as a shelter. In communities with more than one emergency shelter, until all shelters are accessible, the locations of accessible shelters should be widely publicized, particularly to people with disabilities and organizations that serve the disability community.

B. Conducting Accessibility Surveys

The following Quick-Check Survey (beginning on page 7) and the ADA Checklist for Emergency Shelters (beginning on page 11) are designed to assist State and local officials and operators of emergency shelters to determine whether a facility being considered for use as an emergency shelter is accessible and if not, whether modifications are needed to remove barriers or whether relocation to another accessible facility is necessary. Filling out the Quick-Check Survey will provide guidance on whether a facility has certain basic accessible features, and filling out the detailed ADA Checklist for Emergency Shelters will provide specific information on any barriers to accessibility.

C. Getting Started

Individuals conducting the surveys need not be experienced in evaluating facilities for accessibility. The checklist provides guidance on how to complete the survey and will prompt the user to check key elements. The checklist pages also provide space for notes and other key information. The checklist is designed to prompt the user to check key features by asking questions about sizes, sloped surfaces, and availability of accessible features; and in some areas, it suggests alternatives if a physical barrier is identified. By following the directions provided for filling out the checklist, staff can identify accessible shelters and develop information needed to implement temporary and permanent accessibility modifications.

An evaluation of shelter accessibility should focus on those areas of the facility that may be used for providing shelter in an emergency. These include areas where people are dropped off by a bus, van, or car; the parking area; the entrance to the shelter; pedestrian routes (both exterior and interior); sleeping, eating, information, and recreational areas; and toilet rooms.

Before shelter accessibility is evaluated, it is useful for staff to review the instructions for filling out the checklist and become familiar with the questions. It is also helpful to practice taking measurements, photographs, and recording information. On the day of the survey, it is helpful to first become familiar with certain areas before starting to record information. Upon arrival at the proposed shelter, first find the areas where people will disembark from vehicles, both passenger drop-off and loading zones as well as parking areas. Next find the entrances to the shelter areas that will be used during an evacuation. If possible, take an identifying "location" photograph that shows the name of the facility and the address so that other photographs can be identified correctly. When inside the building, locate the areas where people are likely to register, sleep, and eat. Locate the toilet rooms that serve the shelter area. It is also a good idea to locate any areas used for telephones, food distribution, and medical services.

D. Tools Needed

The following items are needed for the survey:
- A metal tape measure that is at least 20 feet long;
- A digital level or bubble level that is 24 inches long;
- A door pressure gauge;
- A digital camera with flash;
- One copy of the checklist for each shelter (and Quick-Check Survey if used); and
- A clipboard and pens.

If you are not familiar with taking the types of measurements needed to complete the checklist, review the following section and practice using the tools before going to conduct a survey.

E. Taking Measurements

1. Sloped Surfaces. Measure the slope of a ramp, parking space, walkway, or other ground or floor surface to identify the surface's accessibility. The slope or grade is the proportion of a vertical rise to a horizontal length, usually described as:

- a ratio (e.g., 1:20, (one unit of vertical rise for each 20 units of horizontal length); or
- a percentage (e.g., 8.33% which equates to a ratio of 1:12 or 4.76 degrees).

The easiest way to measure slope is to use a digital level. The digital display gives a reading that may be shown as a percent, degrees, or as a digital bubble. Before using a digital level, make sure to understand the directions for its use. It will need to be calibrated before each use. The maximum running slope generally allowed for ramps is 1:12 (8.33% or 4.76 degrees). Cross slope is the slope or grade of a surface perpendicular to the running slope. The most cross slope allowed on an accessible route is 1:50 (2% or 1.15 degrees).

Another way to measure slope that requires more effort is to use a 24-inch level with leveling bubble and a metal tape measure. Place the level on the sloped surface in the direction you wish to measure. Rest one end of the level at the highest point of the sloped surface and lift the other end (see below) until the bubble is in the middle of the tube. This is the "level" position. While the level is in this position, measure the distance between the end of the level and the sloped surface below. If the distance is two inches or less, then the slope is 1:12 or less. When the distance is more than two inches, record the distance on the checklist so the exact slope can be calculated later. For measuring cross slope, if the distance, measured from the level position, is ½ inch or less then the slope is 1:48 or less.

2. Measuring Door Openings. Special care is needed when measuring the clear opening of a doorway. To measure the clear opening of a standard hinged door, open the door to 90 degrees. Place the end of the tape measure on the side of the door frame next to the clear opening (see below). Stretch the tape across the door opening to the face of the door. This measures the clear width of the door opening through which people pass, which is less than the width of the door itself.

F. Taking Photographs

Photographs make it easier to understand existing conditions. Take exterior and interior photos of the potential shelter. Recording each element that you survey with several photos will assist other people in your decision-making process who need to review the facility's information. Take a photo that clearly identifies the location of the element to establish context and several close-up shots of the element to document the conditions you found during your survey. It is a good idea to review images as you take them to ensure good quality photos.

G. Completing the Survey and Checklist

The survey and checklist forms will prompt you for what to look at and where to measure. You should write down all answers and notes for use later in the planning process. If a photo is taken of a particular element or condition, then you should note this on the checklist. It is usually more efficient for two or three people to work together doing these surveys. One person can measure while the other records the information and takes photos.

For each item, check either "Yes" or "No." If the measurement or number falls short of that required for accessibility, write the measurement or number to the right of the question. Add notes or comments as needed. For some questions when "No" is the answer, the checklist will include a prompt to check for an alternate solution. Information on possible alternative solutions can be used later to decide how to better provide accessibility. Taking several photos is also helpful when the answer is "No" and an alternative way to provide accessibility is not readily apparent.

When completing the survey or checklist, try to answer every question in each section unless the element is not present at that facility. For example, if no parking lot is provided at the facility, (such as where only on-street parking is provided), do not measure the size of the on-street parking spaces.

Some sections of the checklist are divided into two parts, one for individuals with a mobility disability and the other for individuals who are blind or who have low vision. While evaluating a facility you will be checking to ensure that an accessible route is provided. The accessible route is a continuous unobstructed pedestrian path without steps or steep slopes that connects all accessible site and building features and spaces together.

A continuous accessible route must be available at the shelter for people who use a wheelchair, scooter, or other mobility device. Other sections of the checklist ask questions related to individuals who are blind or have low vision. These questions cover all circulation paths, not just pedestrian paths that are also an accessible route.

The survey and the checklist are based on some of the requirements from the ADA Standards for Accessible Design (the Standards). Questions have been selected to reflect features that may be most important for the short-term stays common for emergency shelters. To learn more about the Standards, see the Department of Justice regulations, 28 C.F.R. Part 36, Appendix A. The regulations and the Standards are available at www.ada.gov. Copies are also available by calling the ADA Information Line at 800-514-0301 (voice) or 800-514-0383 (TTY).

H. After Completing the Survey and Checklist

Once you have completed the survey and filled out the checklist, you can determine which elements or spaces in a potential shelter facility are accessible and which may need modifications. If most answers are "yes," the facility may need little or no modification. If some answers are "no," modifications may be needed to remove barriers found in that space or element. Emergency shelters in older buildings with inaccessible features might be made accessible with temporary modifications, (such as portable ramps at the entrance and accessible parking spaces marked off by traffic cones) until permanent modifications can be made. However, where facilities are not capable of being made accessible, another facility will need to be selected for use as a shelter.

Step One: Accessible Shelter Quick-Check Survey

Selecting Sites to Survey for Accessibility

Providing an emergency shelter that is accessible to people with disabilities involves making sure that a number of accessible features and spaces are available. To verify accessibility before deciding on a site for an emergency shelter can involve asking many questions such as those in the ADA Checklist for Emergency Shelters. For some older buildings, especially those on hilly sites and those that have not been renovated, remodeled, or altered since 1992, before completing the detailed checklist, it may be better to do a pre-test that can rule out a facility with major accessibility problems so available resources can be focused on other locations. The following questions will help evaluate whether a facility has such major accessibility barriers. After this first step, buildings that do not have major accessibility problems should be surveyed more thoroughly, using the ADA Checklist for Emergency Shelters, to find out which, if any, barriers need to be removed to provide an accessible shelter.

A. Accessible Entrance

- Entrances must be firm, stable, slip resistant, without steps or steep slopes, and accommodate the width of wheelchairs and other mobility aids.
- A sidewalk should connect parking and drop off areas to the building walkway.
- An Accessible entrance with a level path and no steps should connect the sidewalk and main entrance.

B. Accessible Routes within the Shelter

All activity and service areas, including supply stations, eating and sleeping areas, restrooms, and other activity areas, must be accessible to all shelter occupants without encountering stairs or steep slopes, including people dependent on mobility devices.

Check all pathways accessing each of the areas where sheltering activities will take place:

1. Is the route from the Accessible Entrance to the Sleeping Area without steps; or is there a ramp, lift, or elevator with backup power?
2. Is the route from the Accessible Entrance to the Eating Area without steps; or is there a ramp, lift, or elevator with backup power?
3. Is the route from the Accessible Entrance to the Supply Distribution Area without steps?
    If there are three or more steps, is there a ramp, lift, or elevator with backup power?
4. Are the routes from the Accessible Entrance to the Toilet Rooms without steps?
    If there are three or more steps, is there a ramp, lift, or elevator with backup power?

C. Accessibility within Toilet Rooms

1. Is there an area within the toilet room where a person who uses a wheelchair or mobility device can turn around in an ADA standard turn area?
2. At least one stall must be at least 60"w x 56"d (wall mounted toilet) or 59"d (floor mounted toilet).

Using the Information: If most of your answers to the previous questions are Yes, then the facility has some basic accessibility features and should be surveyed using the ADA Checklist for Emergency Shelters. Whenever most of your answers are No, then these problems should be evaluated before conducting a more detailed survey, or perhaps you should consider another location to serve as an emergency shelter.

Step Two - ADA Checklist For Emergency Shelters

Getting to the Emergency Shelter

A. Passenger Drop-Off Areas

Accessible vehicles with wheelchair lifts transport people with mobility impairments. Accessible drop-off areas are needed for people using mobility aids to exit the vehicle and enter the shelters by accessible entrances. Accessible drop-off areas have level access aisles adjacent and parallel to the vehicle space. Where a curb separates the vehicle space from the access aisle or the access aisle from an accessible route, a curb ramp must be provided. Access aisles may be at parking-lot or sidewalk level. If at the parking-lot level, the curb ramp is provided between the access aisle and the sidewalk. If at the sidewalk level, the curb ramp is provided between the street and the sidewalk.

1. Is there a level access aisle adjacent and parallel to the pull-up area; or another level location along the accessible route?
2. Is the vehicle pull-up area relatively level (2% maximum slope)?
3. The access aisle area must be at least 20' long and 5' wide.
4. Is there vertical clearance of at least 9'6" along the entire on-site vehicle route from the entrance to the pull-up area to the exit?
5. Is a curb ramp provided between the vehicle pull up area, the access aisle, and the accessible route; or is there another spot with a curb ramp on an accessible route to the entrance; or can a temporary ramp be used?
6. If a curb ramp is provided, is the running slope of the ramp surface (not counting the side flares) no more than 1:12 or 8.33%.
7. Is the width of the curb ramp surface at least 36 inches (not counting the side flares)?
8. Does an accessible route connect the curb ramp to the shelter's accessible entrance?

B. Parking

1. Typical Issues. Accessible parking must be provided when parking areas are provided at shelter sites. People with disabilities arriving at the shelter in their own car or van need accessible parking spaces close to an accessible entrance. Accessible parking spaces need adjacent access aisles to enter and exit the vehicle. Access aisles connect directly to accessible routes leading to accessible building entrances. Access aisles must be relatively level, clear of gravel or mud, and in good condition without wide cracks or broken pavement.

Accessible routes connect accessible parking space access aisles with accessible entrances to the shelter. Curb ramps must be used when accessible routes cross a curb. Additional accessible parking can be provided using traffic cones to mark parking spaces and portable ramps.

2. Parking Spaces

- When parking areas are provided, accessible parking spaces should be provided in a number according to the table below.
- Each accessible parking space should have or share an adjacent access aisle that is least 5' wide.
- There should be at least one van-accessible parking space provided with an access aisle that is at least 8' wide; or provide universal parking spaces that are 11' wide for vehicle space with a 5' wide access aisle.
- Vertical clearance of at least 8'2" should be along the entire on-site vehicle route, from the entrance to the parking spaces, access aisles, and exit. If not, can the route be cleared, or can van accessible parking spaces be relocated?
- Are accessible parking spaces and the access aisle level in all directions; or can a nearby area that is relatively level in all directions serve as an accessible parking space with an accessible route to the accessible entrance to the shelter?
- Each accessible parking space should have a sign with the accessible symbol visible when a vehicle is parked in the space.
- Does any curb between the access aisle and the accessible route to the building contain a curb ramp that meets ADA Standards; and is the curb ramp surface at least 36 inches wide, excluding flared sides; and is the slope no more than 1:12?
- Are the accessible parking spaces serving the shelter on the shortest accessible route to the accessible entrance?
- Does each access aisle connect to an accessible route from the parking area to the shelter's accessible entrance?

Total Parking Spaces Provided	Required Minimum Number of Accessible Spaces
1 - 25	1 van-accessible space w/min. 96" wide access aisle (van space)
26 - 50	1 space w/min. 60" wide access aisle + 1 van space
51 - 75	2 spaces w/min. 60" wide access aisle + 1 van space
76 - 100	3 spaces w/min. 60" wide access aisle + 1 van space
101 - 150	4 spaces w/min. 60" wide access aisle + 1 van space
150+	Per ADA Standards Section 4.1.2

3. Temporary Solutions for Emergency Sheltering – Parking

Problem: Parking at the shelter facility has no accessible parking, not enough accessible parking, or accessible parking spaces are not level.
Suggestion: Find a fairly level parking area near the accessible entrance and mark the area for accessible parking spaces. Three regular parking spaces will make two accessible parking spaces with an access aisle. Place a sign to mark accessible parking spaces. Provide an accessible route from each access aisle to the accessible entrance. Mark temporary accessible parking spaces with traffic cones or similar objects. Traffic cones can be used to mark off access aisles if designated accessible parking spaces lack an access aisle or if the access aisle is too narrow. At least one accessible parking space should be a van-accessible parking space with an access aisle that is at least 96" wide.

C. Sidewalks and Walkways

1. Typical Issues for Individuals Who Use Wheelchairs, Scooters, or other Mobility Devices. Accessible routes connect passenger drop-off areas, parking spaces, and other elements such as bus stops, to accessible building entrances. Accessible routes are essential for people who have limited mobility. Accessible routes must be at least 36" wide (and may narrow briefly to 32" wide to pass obstructions such as utility poles, signs, etc.). Accessible routes cannot contain abrupt level changes, steps, or steep runs or cross slopes. Ramps, when used, cannot exceed a 1:12 slope. Ramps with vertical rises of more than 6" must have handrails on both sides. Ramps must also have edge protection to stop wheelchairs from falling off the sides, and level landings at segment tops and bottoms and each change of direction.

C1a.   Is an accessible route provided from accessible parking spaces to the accessible entrance of the shelter?
C1b.   Does an accessible route connect on-site public sidewalks and transportation stops to the accessible entrance?
C1c.   Is the accessible route at least 36" wide, or does the accessible route narrow to 32" for no more than 2 feet?
C1d.   Is the accessible route free of steps or level changes higher than ½" with level changes between ¼" and ½" beveled at a 1:2 maximum slope?
C1e.   Where accessible routes cross curbs, are curb ramps provided with surfaces at least 36" wide, excluding side flares and running slope no more than 1:12?
C1f.   If the slope of part of the accessible route is more than 1:20, does it meet the following requirements for an accessible ramp?
       f-i.   Is the running slope no greater than 1:12, (or for existing ramps, 1:10 for a 6" rise and 1:8 for a 3" rise in special circumstances)?
       f-ii.   Are handrails installed on both sides of each ramp segment?
       f-iii.   Is the ramp width between the handrails at least 36 inches?
       f-iv.   Are the top and bottom landings of each ramp section (which may be part of the sidewalk or walking surface) at least 60" long?
       f-v.   Is a level landing at least 60" long provided at every 30' of horizontal length, or every 40' if the running slope is between 1:16 and 1:20?
       f-vi.   Is there a level landing, at least 60"x60", when a ramp changes direction?
       f-vii.   Are the handrails mounted 34" to 38" above the ramp surface?
       f-viii.   If the ramp or landing has a vertical drop-off on either side, is edge protection provided?

Temporary Solutions for Emergency Sheltering - Ramps

Problem: The sidewalk connecting parking to the shelter entrance is too steep to be accessible.
Suggestion: Is there another accessible route, even if less direct, to the entrance? Signs or volunteers can be stationed to direct people along a less direct route.

Problem: The accessible route crosses a curb without a curb ramp.
Suggestion: Install portable ramps with edge protection, handrails on both sides, and slopes under 1:12. Store them on-site for emergency accessibility.

Problem: There are two steps where the sidewalk connects to the accessible entrance.
Suggestion: Install portable ramps with edge protection, handrails on both sides, and slopes under 1:12. Store them on-site for emergency accessibility.

2. Typical Issues for Individuals Who Are Blind or Have Low Vision. Wall-mounted objects that project into a pedestrian route or overhead objects can be hazards to people who are blind or who have low vision. These objects must be positioned so people will either detect the objects before they run into them or safely pass under them. Examples may include handrail extensions on stairs and ramps, post- or wall-mounted signs, drinking fountains, and low hanging tree limbs. Pedestrian routes open to people during the time that the facility is being used as an emergency shelter, such as sidewalks, courtyards, and plazas, must be free of overhanging objects that are less than 80" above the route. Objects more than 27" and less than 80" above the route and that protrude from the side more than 4" are also a hazard. Since people can walk on any sidewalk, not just the accessible routes, all exterior pedestrian routes serving or leading to the shelter areas must be checked. The following questions apply to sidewalks and walkways leading to the emergency shelter.

C2-1. Are all walkways free of objects with bottom edges between 27" and 80" above the walkway or extending more than 4" into the walkway; or can the object be lowered, removed, or modified; or can the route be moved to avoid the object?

C2-2. Are exterior stairs enclosed or protected with cane-detectable barriers so that visually impaired people will not hit their heads on the undersides; or can a barrier or enclosure be added below the stair; or can the route be relocated away from the stair?

C2-3. Are all objects that hang over the pedestrian routes at least 80" above the route, or can the objects be removed or relocated, or can a cane-detectable object be added below that is at no higher than 27 inches?

Temporary Solutions For Emergency Sheltering - Protruding Object Hazards

Problem: Objects protrude too far from the side into the route causing a hazard for people who are blind or who have low vision.
Suggestion: When visually impaired persons use a cane to detect hazards, objects located at 27" or lower are detectable. When an object is located higher than 27" above the ground it is a hazard if the object protrudes more than 4" into the circulation path. To make a protruding object cane-detectable:

- Place an object below, or on either side of, the protruding object that is not higher than 27" above the ground.
- If the protruding object can be moved, lower the object so that its bottom is not more than 27" above the ground.
- Prune or alter the protruding object so it does not protrude above the route.

D. Entering the Emergency Shelter

Building Entrance

A shelter must have at least one accessible entrance on an accessible route. An accessible entrance must provide at least one accessible door with maneuvering space, accessible hardware, and enough clear width to allow people who use crutches, a cane, walker, scooter, or wheelchair to use it. If the accessible entrance is not the main entrance to the shelter facility, signs must direct evacuees and volunteers to the accessible entrance. The accessible entrance must be unlocked when other shelter entrances are unlocked.

D1. Is at least one accessible entrance connected to an accessible route? Notes: If this is not the main entrance, it must remain unlocked when the main entrance is unlocked. Signs must be placed on non-accessible entrances directing evacuees to accessible entrances.

D2. Does at least one door or one side of a double door provide at least 32" clear passage when the door is open 90 degrees? If No, does another entrance have an accessible door or can both doors be propped open during the evacuation?

D3. Can the door's lever, pull, and panic bar be used one handed without grasping, pinching, or twisting? If No, prop the door open or adapt, replace, or add accessible hardware.

D4. Is there a clear space at least 18" wide on the pull side of manually operated doors? If No, prop the door open or find another accessible entrance.

D5. Are thresholds higher than ¾" beveled on both sides? If No, add bevels or replace them with beveled thresholds.

D6. Are there 30"x48" clear floor spaces inside vestibules where wheelchair or scooter users can be outside the swing of hinged doors? If No, keep the inner door propped open, remove it, or modify the vestibule.

E. Hallways and Corridors

1. Typical Issues for Individuals Who Use Wheelchairs, Scooters, or Other Mobility Devices. The interior accessible route connects the accessible entrance with the various service and activity areas within the shelter. Typically made up of hallways, corridors, and interior rooms and spaces, the accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility aids to get to all of the service and activity areas of the shelter. An accessible route is at least 36 inches wide and may narrow briefly to 32 inches wide where the route passes through doors or next to furniture and building elements. High thresholds, abrupt level changes, steps, or steep running or cross slopes cannot be part of an accessible route. Where ramps are used, they cannot be steeper than 1:12. Ramps with a vertical rise of more than 6 inches must have handrails on both sides. Ramps must also have edge protection to stop wheelchairs from falling off the sides, and level landings at the top and bottom of each segment and where a ramp changes direction. Where an accessible route is different from the route used by most evacuees, signs will be needed at key decision points to direct individuals with disabilities to the various activity areas.

E1a. Is there an accessible route, at least 36" wide, connecting the accessible entrance to all shelter areas (it may narrow to 32" wide for up to 2' in length)?

E1b. Is the accessible route free of steps and abrupt level changes over 1/2 inch? **Note**: level changes between ¼" and ½" should be beveled).

E1-c. Does the accessible route from the accessible entrance to all activity areas change levels using a ramp, lift or elevator? If No, go to question E1-g.
    c-i. If Yes, is a ramp or sloped hallway provided? If Yes, go to question E1-d.
    c-ii. Is an elevator or lift provided?
- **If Yes, and the elevator or lift is part of the accessible route to a shelter area**, is back-up electrical power available to operate the elevator or lift for the duration of shelter operation should the normal electrical service be disrupted?
- **If Yes and an elevator is provided**, see question E1-e.
- **If Yes and a lift is provided**, see question E1-f.
- **If No**, then either provide back-up electrical power to operate the lift or elevator during the power outage or locate shelter services exclusively on accessible levels that may be reached by people with a mobility disability without using an elevator or lift.

E1-d. Where the slope of the accessible route is greater than 1:20, does this area meet the following requirements for an accessible ramp?
    d-i. Is the slope no greater than 1:12? Note: For existing ramps, the slope may be 1:10 for a 6-inch rise and 1:8 for a 3-inch rise in special circumstances.
    d-ii. Are handrails installed on both sides of each ramp segment?
    d-iii. Is the ramp width, measured between handrails, at least 36 inches?
    d-iv. Are the handrails mounted 34 to 38 inches above the ramp surface?
    d-v. If a ramp exceeds 30 feet, is a level landing at least 60 inches long provided every 30 feet?
    d-vi. Does the ramp have a level landing that is at least 60 inches long at the top and bottom of each ramp section or where the ramp changes direction?
    d-vii. If the ramp or landing has a vertical drop-off on either side of the ramp, is edge protection provided?

E1-e. Is an elevator provided to each of the levels on which each sheltering service or activity area is located?
    e-i. Are the centerlines of the call buttons mounted 42" above the floor?

e-ii. Does the floor area of the elevator car have space to enter, reach the controls, and exit? *Note: See Figure 22 for acceptable floor and opening dimensions. Floor dimensions of at least 48"x48" may be allowed in existing facilities built before the ADA went into effect.*

e-iii. Can the elevator be called and operated automatically without using a special key or having to turn on the elevator from a remote location?

e-iv. Are the highest floor control buttons mounted no more than 54" above the floor for a side reach or 48" for forward reach?

e-v. Are raised letters and Braille characters used to identify each floor button and each control?

e-vi. Are signs mounted on both sides of the elevator hoist way door opening (for each elevator and at each floor) that designate the floor with 2" minimum-height raised letters and Braille characters centered at 60" above the floor?

e-vii. Is the elevator equipped with audible tones or bells or verbal annunciators that announce each floor as it is passed?

E1-f. If a wheelchair lift is provided, does it meet the following?

f-i. Is the lift operational at the time of the survey?

f-ii. Is the change in level from the floor to the lift surface ramped or beveled?

f-iii. Is there at least a 30-inch by 48-inch clear floor space on the wheelchair lift?

f-iv. Does the lift allow a person using a mobility device unassisted entry, operation (is key available, if required), and exit?

f-v. Are the controls and operating mechanisms mounted no more than 54 inches above the floor for a side reach or 48 inches for a forward reach?

f-vi. Are the controls and operating mechanisms usable with one hand without tight grasping, pinching, or twisting?

E1-g. Where the accessible route passes through doors en route to shelter activities, does at least one door meet the following requirements?

g-i. Is the clear width for the door opening at least 32" measured when the door is open 90 degrees?

g-ii. Is the door hardware (e.g., lever, pull, push, panic bar) usable with one hand, without tight grasping, pinching, or twisting of the wrist, to allow people who may not be able to easily use one or both hands to fully operate the hardware?

g-iii. Is there clear maneuvering floor space in front of each accessible door and, on the pull side, is there at least 18" clear floor space beyond the latch side of the door?

g-iv. Is no more than 5 pounds force needed to push or pull open the door? Note: Fire doors are still considered to be accessible if they have the minimum opening force allowable by the appropriate administrative authority.

g-v. If the answers to questions g-ii thru g-iv are No, can the door be propped open? If an activity area is not on an accessible route and cannot be made accessible, find another area that is on an accessible route where that activity may be provided.

2. Typical Issues for Vision Impaired Persons. Individuals who are blind or have low vision may walk along any route or through any shelter activity area, not just the accessible routes. That means any area where people using the shelter can walk, including hallways, corridors, eating areas, and sleeping areas, must be free of objects that cannot be detected by a person who is blind or has low vision. Objects that are wall mounted, that project into a pedestrian route from the side, or that are overhead must be located so that individuals who are blind or have low vision will either detect the objects before they run into them or safely pass under them. These routes must be free of overhanging objects that are less than 80" above the floor and side objects that protrude into the route more than 4" when the bottom of the object is more than 27" above the floor. Items to watch for include wall-mounted fire extinguishers and wall-mounted display cases when the bottom is more than 27" above the floor, wall sconces and light fixtures that protrude more than 4" off the wall, and open staircases, exit signs, overhead signs, banners, and arched doorways that are lower than 80" above the floor.

The following questions apply to pedestrian routes serving or leading to the shelter activity and common use areas.

E2-a.   Are pedestrian routes leading to or serving each service or activity area of the shelter free of objects that protrude from the side more than 4 inches into the route with the bottom of the object more than 27" above the floor? Note: These objects may be wall mounted or free standing. Items to check include wall-mounted fire extinguishers, light fixtures, coat hooks, shelves, drinking fountains, and display cases.

E2-b.   Are pedestrian routes leading to or serving each of the service or activity areas free of overhead objects with the bottom edge lower than 80" above the floor?

E2-c.   Are any interior stairs along these routes configured with a cane-detectable warning or a barrier that prevents travel into the area with less than an 80" high head clearance so that people who are blind or who have low vision cannot hit their heads on the underside or stair frame? If No, list the objects that are a hazard and their location. Remove or relocate the object or place a detectable object on the floor below each object to remove the hazard.

F. Check-In Areas

A shelter usually has one or more check-in areas located near the entrance to the shelter. When check-in areas are provided, then at least one accessible check-in location should be provided. The accessible check-in area should be at the accessible entrance or signs should give directions to the accessible check-in area. If a permanent reception counter is used for check in, make sure to provide a writing surface at an accessible height for people who use a wheelchair, scooter, or other mobility device. This may be a part of the reception counter that is no higher than 36 inches above the floor, a folding shelf or an adjacent table, or a clip board.

F1. Is there an accessible route that connects the accessible entrance to areas that are likely to be used to register people as they arrive at the shelter?

F2. If there is a built-in reception or other type of counter, does it have a section that is at least three feet long that is no higher than 36 inches above the floor or is there a nearby surface that is not higher than 36 inches above the floor?

Living at the Emergency Shelter

G. Sleeping Areas

Each accessible sleeping area needs to be on an accessible route connecting it to other activity areas in the shelter, including toilet rooms and bathing areas. An accessible route with adequate circulation and maneuvering space provides access in the sleeping areas for people who use wheelchairs or scooters and this route serves each accessible bed or cot.

Accessible cots have a sleeping surface at approximately the same height as a wheelchair seat (17" to 19" above the floor). Disperse accessible cots throughout the sleeping area so that individuals who using wheelchairs, scooters, or other mobility devices can sleep near their family or companions. Accessible routes and accessible cot clear spaces at least 36" wide are needed to facilitate transfer between mobility devices and cots. Locating accessible cots with one side against a wall stabilizes the cot with the wall acting as a backrest when the person sits up on the cot.

G1. Does an accessible route at least 36" wide connect each sleeping area with other shelter activity areas? Note: it may narrow to 32" wide for up to 2' in length.

G2. Is the accessible route free of steps and abrupt level changes over 1/2 inch? **Note**: level changes between ¼" and ½" should be beveled).
Note: Although the facility survey cannot check the accessibility of the cots because they will not be installed until the shelter is in use, planning for setting up the sleeping area and for arranging the cots and mats should include providing space for an accessible route and clear floor space at each accessible cot. Locate cots used by visually impaired persons in easily locatable areas.

H. Restrooms and Showers

At least one set of toilet rooms serving the shelter must be accessible to individuals who use a wheelchair, scooter, or other mobility device. In large shelters where more than one set of toilet rooms is needed to serve the occupants, it may be necessary to provide additional accessible toilet facilities or to establish policies to assure that individuals with disabilities have access to the accessible facilities.

H1.   If a sign is provided at the toilet room entrance (e.g. Men, Women, Boys, Girls, etc.), is a sign with raised characters and Braille mounted on the wall adjacent to the latch? If No, install a sign with raised characters and Braille on the wall adjacent to the latch side of the door and centered 60 inches above the floor and leave the existing sign in place on the door if removing it will damage the door. Note: an additional sign may be mounted on the toilet room door but this cannot be considered to be the accessible sign which must be mounted on the wall adjacent to the latch side of the door.
H2.   Does the door to the toilet room provide at least 32" clear passage width when the door is open 90 degrees?
H3.   Is the hardware (e.g., lever, pull, panic bar) usable with one hand without tight grasping, pinching, or twisting of the wrist? If No, can the door be propped open without compromising privacy, or can the hardware be modified by adding new accessible hardware, or adapting or replacing hardware?
H4.   On the pull side of the door, is there at least 18" clearance provided on the latch side if the door is not automatic or power-operated?
H5.   If there is a raised threshold, is it no higher than ¾" at the door and beveled on both sides? If No, replace threshold with one with beveled sides or add a sloped insert.
H6.   If the entry has a vestibule, is there a 30"x48" clear floor space inside the vestibule where a wheelchair or scooter user can be outside the door swing? If No, possible solutions include leaving the inner door open or removing the outer door.
H7.   Inside the toilet room, is there an area where a person who uses a wheelchair or other mobility device can turn around - either at least 60" diameter circle or a "T"-shaped turn area as shown in the figures below?
H8.   If lavatories are provided, does at least one have at least a 29" high clearance under the front apron with the top of the rim no more than 34" above the floor?
H9.   Are the drain and hot water pipes for this lavatory insulated or otherwise configured to protect against contact?
H10. Does this lavatory have controls that operate easily with one hand, without tight grasping, pinching, or twisting of the wrist?
H11. If mirrors are provided, is the bottom of the reflecting surface for the mirror at this lavatory no higher than 40 inches above the floor or is a full length mirror provided?
H12. For at least one of each type of dispenser, receptacle, or equipment, is there clear floor space at least 30 inches wide x 48 inches long adjacent to the control or dispenser (positioned either parallel to the control or dispenser or in front of it)?
H13. Is the operating control (switch, lever, button, or pull) of at least one of each type of dispenser or built-in equipment no higher than 54 inches above the floor (if there is clear floor space for a parallel approach) or 48 inches (if there is clear floor space for a front approach)?
H14. Are all built-in dispensers, receptacles, or equipment mounted so the front does not extend more than 4 inches from the wall if the bottom edge is between 27 inches and 80 inches above the floor?

Toilet Stalls

H15. Is at least one wide toilet stall provided with an out swinging door, side and rear grab bars, and clear space next to the toilet? No, check to see if another toilet room provides a wide accessible toilet stall, note its location for shelter planners, and answer all toilet room questions with respect to that toilet room.
H16. Is the toilet stall at least 60" wide and 56" deep (wall mounted) or 59" deep (floor mounted)?
H17. Is at least 9" of toe clearance provided under the front wall and at least one side wall of the toilet stall?
H18. Is the centerline of the toilet 18" from the adjacent side wall?

H19. Is the top of the toilet seat 17" to 19" above the floor?

H20. Is the flush valve located on the wide side adjacent to the lavatory or is an automatic flush valve provided?

H21. Is a horizontal grab bar at least 40" long securely mounted on the adjacent side wall 33" to 36" above the floor with one end no more than 12" from the back wall 33" to 36" above the floor?

H22. Is a second horizontal grab bar at least 36" long securely mounted on the back wall with one end no more than 6" from the side wall 33" to 36" above the floor?

H23. Is the door to the toilet stall located diagonally opposite, not directly in front of, the toilet or on the opposite side wall from the wall with the long grab bar?

H24. Unless the wide stall is located at the end of a row of toilet stalls, does the door to this wider stall open out?

H25. Is the clear width of the door at least 32" (measured between the face of the door and the edge of the opening) when the door is open 90 degrees?

H26. If there are 6 or more stalls in the restroom, is one of those stalls (in addition to the wider stall noted above) exactly 36" wide with an out swinging stall door that provides at least 32" of clear width?

H27. Does this 36" wide stall have horizontal grab bars on both of the side partitions that are at least 36" long and 33" to 36" above the floor?

H28. Is the surface of the toilet seat in this 36" wide stall 17" to 19" above the floor?

H29. If a coat hook is provided is it mounted no higher than 54" above the floor for a side approach or 48" above the floor for a front approach?
Note: For many emergency shelters, evacuees are not expected to use shower or bathing facilities due to the short period they may stay at the shelter. If planning for the shelter operation includes offering shower or bathing facilities, then those facilities should be on an accessible route and checked for accessibility.

Showers and Bathtubs: See the ADA Standards for Accessible Design which is available at www.ada.gov.

I. Public Telephones

When public telephones are provided, then one or more accessible public telephones should be provided in areas serving shelter activity and service areas. Whenever accessible telephones are provided, each should be on an accessible route. In shelters it is common to provide additional telephones on tables or desks and some of these telephones should be accessible. A text telephone (also commonly known as a TTY) is a device that allows individuals who are deaf or hard of hearing or who have a speech disability to communicate over a telephone. Having at least one TTY in any building that has at least four pay phones, provides access for people who are deaf or hard of hearing.

I1. If at least one public telephone or one bank of telephones is provided, does at least one of each type of telephone (e.g., pay telephone, intercom telephone, other telephone) have the following?
    I1a. For a side approach (clear floor space at least 30" long x 48" wide), is the coin slot no higher than 54" above the floor?
    I1b. For a front approach (where clear floor space at least 30" wide x 48" long), is the coin slot no higher than 48" above the floor?

I2. Does the phone have volume controls?

I3. If three or more telephones are located in one bank serving the shelter, provide a shelf and an electrical outlet at one telephone for a portable TTY.

I4. If four or more pay telephones are provided on the site at least one TTY (text telephone) must be provided.

I5. Is there a sign at each pay phone or pay phone bank for the shelter directing people to the nearest TTY?

J. Drinking Fountains

Fifty percent or more of the drinking fountains serving the shelter must be accessible, located on an accessible route, and adhere to the standards below. Accessible drinking fountains must have enough space for a person using a wheelchair, scooter, or other mobility device to use the drinking fountain. The spout and controls of the drinking fountain must be near the front edge. The controls must be usable with one hand without tight grasping, pinching, or twisting of the wrist. The other 50% of drinking fountains serving the shelter must be configured for use by people who have difficulty bending or stooping while standing. When an object, such as a drinking fountain, protrudes more than four inches into the circulation path, the bottom edge must be at 27" above the floor or lower so the drinking fountain is not a hazard to people who are blind or have low vision.

J1. If the drinking fountain is a wall-mounted unit, is there clear floor space at least 30" wide (36" if it is in an alcove) x 48" long in front of the drinking fountain and at least 27" high under the fountain so that a person using a wheelchair can get close to the spout and controls?
J2. If the drinking fountain is a floor-mounted unit, is there clear floor space at least 30" long x 48" wide (60" if it is in an alcove) for a side approach to the drinking fountain so that a person using a wheelchair can get close to the spout and controls even though the fountain has no clear space under it?
J3. Is the top of the spout no higher than 36" above the floor and at the front of the fountain or water cooler?
J4. Does the water rise at least 4" high when no more than 5 pounds of force is applied to the controls of the fountain?
J5. Are the controls on or near the front of the unit and do they operate with one hand without tight grasping, pinching, or twisting of the wrist?
J6. Is the bottom of the apron of the fountain 27" above the floor so that it provides the space needed for a person who uses a wheelchair to pull up under it but is not a hazard to people who are blind or have low vision and use a cane to detect hazards?

K. Eating Areas

An accessible route, at least 36" wide and without steps or steep slopes, must be provided to and throughout the food service and eating areas of the shelter. The accessible route allows people who use wheelchairs, scooters, and other mobility devices to get to all of the food and drink items in the shelter and to accessible tables and seating.

K1. Is there an accessible route, at least 36" wide, that connects each of the shelter activity areas with the food service and eating areas (it may narrow to 32" wide for up to 2' in length)?
K2. Is there an accessible route that is at least 36" wide that connects accessible tables with serving, condiment, and dispenser areas?
K3. In each eating area, if tables with fixed seats are provided, do at least 5% of each type of table with fixed seats have accessible locations with knee space at least 27" high, at least 19" deep, and at least 30" wide with a table top 28" to 34" above the floor? Note: If movable tables and chairs are used as shown, then locate at least 5% of the tables adjacent to an accessible route. Tables can be relocated as needed during operation of the shelter.
K4. If built-in food, drink, condiment, and tableware dispensers are provided, are dispensers and operating controls mounted no higher than 54" above the floor if clear floor space is provided for a side approach?
K5. If the operating controls are set back 10" to 24" from the front edge of the counter or table are they no higher than 46" above the floor?
K6. If food service lines are provided, is an accessible route provided (at least 36" wide) and are the tray slides no higher than 34" above the floor?

L. Availability of Electrical Power

Emergency shelters should have a way to provide a back-up power supply when the electrical service is interrupted. The back-up power is needed to provide refrigeration of medicines, operation of supplemental oxygen and breathing devices, and for charging the batteries of power

wheelchairs and scooters. Individuals whose medications (certain types of insulin, for example) require constant refrigeration need to know if a shelter provides supplemental power for refrigerators or ice-packed coolers. Individuals who use medical support systems, such as supplemental oxygen, or who require periodic breathing treatments using powered devices rely on a stable source of electricity. These individuals must have access to electric power from a generator or other source of electricity while at a shelter.

In general, in each community or area where a shelter is provided, a facility must have one or more back-up generators or other sources of electricity so that evacuees with a disability who rely on powered devices can have access to electrical power while at the shelter.

L1. Is there a backup source of electrical power for the facility?
L2. Is there a refrigerator or other equipment, such as coolers with a good supply of ice, at the shelter?

M. Single-User or "Family" Toilet Room

Many schools and large facilities may contain single-user toilet rooms. In facilities built or altered post ADA, single-user toilet rooms should have accessible features including an accessible entrance and turning and maneuvering spaces, grab bars, accessible controls, and accessible hardware. Consider using such toilet rooms, if provided, as a single-user or "family" toilet room. This type of facility permits a person with a disability to receive assistance from a person of the opposite sex.

M1.   Toilet room signs with raised characters and Braille should be mounted at toilet room entrances centered 60" above the floor on the wall adjacent to the door's latch side. Existing door-mounted signs may be left in place if removing them will damage the door, but an accessible sign must be mounted on the wall adjacent to the latch side of the door.
M2.   The door must provide at least 32" clear passage width when the door is open 90 degrees.
M3.   Hardware (e.g., lever, pull, etc.) must be usable with one hand without tight grasping, pinching, or twisting of the wrist.
M4.   On the latch, pull side of the door, there must be at least 18" clearance provided if the door is not automatic or power operated.
M5.   If there is a raised threshold, it must be less than ¾" at the door and beveled or sloped on both sides?
M6.   There must be a 60" diameter circle or a "T"-shaped turn area for wheelchair-bound persons inside the room.
M7.   In-swinging doors must not overlap the toilet or lavatory's required clear floor space of 66" from the back wall.
M8.   Is there at least 18" between the center of the toilet and the side of the adjacent lavatory?
M9.   Does the lavatory have at least a 29" high clearance under the front edge and the top of the rim no more than 34" above the floor?
M10. Are the drain and hot water pipes for the lavatory insulated or otherwise configured to protect against contact?
M11. Lavatory controls must operate easily with one hand, without tight grasping, pinching, or twisting of the wrist?
M12. Mirrors must be mounted so that the bottom of the reflecting surface no more than 40" above the floor?
M13. For each type of dispenser, receptacle, or equipment, is there clear floor space at least 30" wide x 48" long adjacent to the control or dispenser (positioned either parallel to the control or dispenser or in front of it)?
M14. Is the operating control (switch, lever, button, or pull) for each type of dispenser or built-in equipment no higher than 54" above the floor (if there is clear floor space for a parallel approach) or 48" (if there is clear floor space for a front approach)?
M15. All built-in dispensers, receptacles, or equipment must be mounted so the front does not extend more than 4 inches from the wall if the bottom edge is between 27" and 80" above the floor?
M16. Is the centerline of the toilet 18" from the adjacent side wall?
M17. The top of the toilet seat should be between 17" and 19" above the floor.
M18. The flush valve should be located on the toilet's lavatory side.
M19. Horizontal grab bars at least 40" long must be mounted on the side wall 33" to 36" above the floor with one end no more than 12" from the back wall?

M20. Horizontal grab bars at least 36" long must be securely mounted behind the toilet 33" to 36" above the floor with one end no more than 6" from the side wall.

M21. Mount coat hooks above the floor no higher than 54" for a side approach or 48" for a front approach.

N. Health Units/Medical Care Areas

Nurses' rooms or other types of health care facilities should be on an accessible route and have accessible features, including an accessible entrance, an accessible route to the different types of services offered within the medical care unit, turning and maneuvering spaces, and cots or beds that are at a height to which people who use mobility devices can easily transfer.

1. Provide an accessible route to connect all shelter activity areas with the health unit and medical care areas.
2. The accessible route must be at least 36" wide but may narrow to 32" for up to 2' lengths to pass obstacles.

O. Accessible Portable Toilets

At least one portable toilet must have accessible features and be located on an accessible route connecting it with the shelter. There must either be no step or a ramp must be installed that extends from the hinge side of the door to at least 18 inches beyond the latch side of the door. The accessible portable toilet must have an accessible door, side and rear grab bar, clear space next to the toilet, and maneuvering space.

This is a heavily abbreviated version of the department of justice's "*ADA Checklist for Emergency Shelters.*" For the full document, please visit http://www.ada.gov/pcatoolkit/chap7shelterchk.htm

Reproduction of the full document is encouraged. Copies may be obtained, viewed or downloaded from the Publications section of the ADA Website www.ada.gov or by calling the ADA Information Line at 800-514-0301 (voice), 800-514-0383 (TTY).

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.

ATTACHMENT 13: FUNCTIONAL NEEDS DEMOGRAPHICS

Note: This information is provided as a starting point. Delete all but your and surrounding jurisdictions and update as updated information is available.

County	Alcona	Alger	Allegan	Alpena	Antrim	Arenac	Baraga	Barry	Bay	Benzie	Berrien
Disabled 5 and Up	2,844	1,659	16,740	6,632	4,590	3,548	1,726	9,204	20,201	2,980	30,301
Sensory Disability 5 and Up	256	170	1,616	501	358	257	164	798	1,438	259	2,113
Physical Disability 5 and Up	554	226	2,467	1,015	767	652	285	1,391	3,201	546	4,517
Below Poverty Line	1,453	917	7,639	3,278	2,064	2,294	896	3,089	10,605	1,103	20,202
No English 5 and Up	4	0	418	6	11	7	0	15	69	24	375
Children 5 and Under	505	449	7,648	1,716	1,325	912	487	3,774	6,725	948	10,583
Elders 65 and Up	2,866	1,694	11,725	5,357	4,033	2,860	1,423	6,696	16,170	2,803	23,449
Persons Without Vehicle	173	234	1,611	947	376	411	319	812	2,982	268	5,032
Homeless	70	74	1,118	307	104	124	98	157	959	100	2,017
Incarcerated	33	845	170	70	48	567	608	65	179	39	446
Nursing Home Residents	96	67	593	138	111	113	77	213	592	99	617
Juvenile Detainees	0	0	36	0	23	0	0	0	43	26	229
Other Institutions	0	0	0	11	0	0	0	0	0	0	176
Deaf	104	88	993	277	217	156	79	529	985	154	1,465
Hard of Hearing	891	752	8,495	2,370	1,855	1,333	676	4,526	8,428	1,315	12,533
County	Branch	Calhoun	Cass	Charlevoix	Cheboygan	Chippewa	Clare	Clinton	Crawford	Delta	Dickinson
Disabled 5 and Up	7,806	26,843	9,938	4,544	5,301	5,979	7,664	9,271	3,041	7,106	4,921
Sensory Disability 5 and Up	610	1,941	833	307	493	592	536	787	276	598	519
Physical Disability 5 and Up	1,171	4,138	1,569	649	882	992	1,276	1,546	464	1,198	852
Below Poverty Line	3,979	15,094	4,987	2,064	3,187	4,167	4,918	2,963	1,756	3,594	2,452
No English 5 and Up	182	211	75	18	2	0	16	14	5	2	2
Children 5 and Under	2,885	9,002	3,102	1,691	1,557	2,078	1,815	4,455	777	2,101	1,519
Elders 65 and Up	6,002	18,857	6,927	3,894	4,744	4,886	5,398	7,034	2,372	6,542	4,972
Persons Without Vehicle	1,104	4,436	961	476	517	999	1,006	732	379	1,058	800
Homeless	391	1,147	407	111	86	180	142	208	77	122	158
Incarcerated	2,377	686	138	30	74	4,804	175	152	295	60	64
Nursing Home Residents	333	800	187	133	148	108	176	397	88	336	241
Juvenile Detainees	0	196	12	0	0	0	8	48	0	39	4
Other Institutions	25	210	0	0	10	82	0	0	0	0	0
Deaf	418	1,250	462	240	247	349	284	608	133	345	245
Hard of Hearing	3,574	10,692	3,957	2,057	2,110	2,989	2,432	5,206	1,140	2,950	2,093

ATTACHMENT 13: FUNCTIONAL NEEDS DEMOGRAPHICS

Note: This information is provided as a starting point. Delete all but your and surrounding jurisdictions and update as updated information is available.

County	Eaton	Emmet	Genesee	Gladwin	Gogebic	Grand Traverse	Gratiot	Hillsdale	Houghton
Disabled 5 and Up	16,750	4,929	82,814	5,613	3,879	11,887	6,574	8,840	5,429
Sensory Disability 5 and Up	1,517	473	5,390	430	325	1,010	640	663	538
Physical Disability 5 and Up	2,498	812	12,124	906	663	1,642	1,055	1,392	963
Below Poverty Line	5,948	2,266	56,480	3,544	2,839	4,490	3,837	3,709	5,563
No English 5 and Up	94	2	212	8	0	72	28	0	4
Children 5 and Under	6,599	1,944	31,622	1,431	793	4,723	2,499	3,006	1,952
Elders 65 and Up	11,751	4,495	50,607	4,768	3,931	10,144	5,723	6,192	5,579
Persons Without Vehicle	1,844	737	13,305	692	740	1,421	771	991	1,348
Homeless	375	233	2,300	104	292	743	277	336	185
Incarcerated	217	202	716	62	454	262	3,066	61	286
Nursing Home Residents	462	211	1,624	169	253	566	673	235	359
Juvenile Detainees	15	0	125	0	18	4	14	23	0
Other Institutions	0	0	85	3	0	6	0	0	0
Deaf	956	295	3,980	242	156	738	383	425	326
Hard of Hearing	8,177	2,521	34,053	2,074	1,334	6,315	3,273	3,637	2,791
County	Huron	Ingham	Ionia	Iosco	Iron	Isabella	Jackson	Kalamazoo	Kalkaska
Disabled 5 and Up	6,802	43,482	8,951	6,392	2,748	8,613	27,464	36,403	3,228
Sensory Disability 5 and Up	524	3,262	799	595	277	892	2,304	3,063	253
Physical Disability 5 and Up	1,062	6,265	1,335	1,163	471	1,182	3,964	5,599	516
Below Poverty Line	3,645	38,421	4,858	3,398	1,419	11,687	13,417	27,483	1,708
No English 5 and Up	32	723	29	0	0	11	129	196	0
Children 5 and Under	1,989	17,671	4,224	1,295	559	3,317	10,397	15,447	1,068
Elders 65 and Up	7,006	26,251	6,165	5,897	3,313	5,722	20,380	27,148	2,278
Persons Without Vehicle	831	8,713	896	740	455	1,361	4,362	6,490	295
Homeless	365	1,171	253	70	43	431	794	1,851	61
Incarcerated	62	472	5,247	45	268	162	7,270	562	47
Nursing Home Residents	235	1,069	289	274	231	261	1,136	1,340	84
Juvenile Detainees	0	155	0	0	0	7	54	99	0
Other Institutions	20	87	0	0	3	204	24	168	0
Deaf	317	2,538	572	242	115	582	1,461	2,179	155
Hard of Hearing	2,712	21,716	4,895	2,070	985	4,979	12,499	18,642	1,323

ATTACHMENT 13: FUNCTIONAL NEEDS DEMOGRAPHICS

Note: This information is provided as a starting point. Delete all but your and surrounding jurisdictions and update as updated information is available.

County	Kent	Keweenaw	Lake	Lapeer	Leelanau	Lenawee	Livingston	Luce	Mackinac
Disabled 5 and Up	85,304	387	3,169	13,689	3,104	16,912	18,635	1,367	2,560
Sensory Disability 5 and Up	6,300	42	250	1,181	369	1,139	1,333	107	195
Physical Disability 5 and Up	10,270	62	548	2,027	462	2,743	2,633	198	505
Below Poverty Line	49,832	274	2.072	4,654	1,128	6,340	5,228	895	1,235
No English 5 and Up	3,978	0	2	162	32	88	69	0	0
Children 5 and Under	44,533	103	589	5,896	1,075	6,252	11,305	354	561
Elders 65 and Up	59,625	468	2,234	8,399	3,669	12,523	13,037	1,082	2,178
Persons Without Vehicle	14,981	64	366	1,126	254	1,709	1,611	122	422
Homeless	2,961	45	18	542	94	947	571	63	56
Incarcerated	1,428	4	178	1,080	20	2,393	413	937	17
Nursing Home Residents	3,953	0	83	247	85	543	212	51	121
Juvenile Detainees	271	129	324	0	21	187	426	8	0
Other Institutions	384	0	0	0	71	71	56	0	0
Deaf	5,314	20	106	822	197	907	1,556	62	103
Hard of Hearing	45,462	171	908	7,031	1,683	7,761	13,312	533	883
County	Macomb	Manistee	Marquette	Mason	Mecosta	Menominee	Midland	Missaukee	Monroe
Disabled 5 and Up	127,130	4,762	9,271	5,304	6,942	4,458	11,589	2,776	24,083
Sensory Disability 5 and Up	9,174	443	871	545	588	469	1,103	303	1,717
Physical Disability 5 and Up	20,573	782	1,494	947	1,066	813	1,835	473	3,641
Below Poverty Line	44,010	2,403	6,592	3,069	5,960	2,855	6,818	1,529	10,161
No English 5 and Up	2,161	6	8	20	24	5	22	12	183
Children 5 and Under	51,062	1,303	3,275	1,537	2,431	1,481	5,348	923	9,683
Elders 65 and Up	107,651	4,435	8,739	4,748	5,339	4,392	9,975	2,143	16,222
Persons Without Vehicle	17,729	591	2,116	848	909	783	1,474	245	2,671
Homeless	2,094	204	255	151	98	104	220	102	700
Incarcerated	2,492	756	1,206	197	8	33	85	23	231
Nursing Home Residents	3,935	189	623	185	213	290	459	81	507
Juvenile Detainees	112	15	28	0	0	2	19	0	102
Other Institutions	213	0	13	0	0	6	0	0	3
Deaf	7,326	228	582	258	376	226	760	137	1,356
Hard of Hearing	62,674	1,949	4,975	2,209	3,213	1,931	6,506	1,170	11,602

ATTACHMENT 13: FUNCTIONAL NEEDS DEMOGRAPHICS

Note: This information is provided as a starting point. Delete all but your and surrounding jurisdictions and update as updated information is available.

County	Montcalm	Montmorency	Muskegon	Newaygo	Oakland	Oceana	Ogemaw	Ontonagon	Osceola
Disabled 5 and Up	11,022	2,609	34,257	8,952	164,294	5,338	5,096	1,586	4,687
Sensory Disability 5 and Up	881	249	2,405	713	11,792	406	408	159	432
Physical Disability 5 and Up	1,708	533	4,544	1,429	24,507	789	867	334	691
Below Poverty Line	6,394	1,307	18,752	5,471	65,478	3,875	2,983	796	2,908
No English 5 and Up	19	10	217	94	3,792	265	2	0	4
Children 5 and Under	3,996	456	11,675	3,285	80,367	1,733	1,119	341	1,428
Elders 65 and Up	7,421	2,466	21,887	6,115	134,959	3,760	4,064	1,690	3,284
Persons Without Vehicle	1,193	196	4,673	871	25,262	430	500	248	572
Homeless	220	44	797	184	4,992	442	52	47	169
Incarcerated	2,299	0	3,932	192	2,035	55	47	15	91
Nursing Home Residents	151	83	955	250	4,327	134	205	115	50
Juvenile Detainees	2	0	31	49	351	129	0	0	50
Other Institutions	145	0	194	6	206	5	0	0	0
Deaf	566	94	1,558	443	10,871	253	196	68	212
Hard of Hearing	4,845	808	13,328	3,794	93,006	2,162	1,678	583	1,810
County	Oscoda	Otsego	Ottawa	Presque Isle	Roscommon	Saginaw	Sanilac	Schoolcraft	Shiawassee
Disabled 5 and Up	2,319	3,683	28,991	2,992	6,069	39,204	8,186	1,695	11,721
Sensory Disability 5 and Up	221	354	2,459	229	518	2,589	619	98	1,142
Physical Disability 5 and Up	425	589	4,581	498	1,235	5,688	1,384	273	1,998
Below Poverty Line	1,365	1,563	12,665	1,469	3,107	28,603	4,580	1,036	5,546
No English 5 and Up	0	17	720	0	0	159	23	0	10
Children 5 and Under	488	1,445	18,242	692	1,089	14,201	2,913	500	4,861
Elders 65 and Up	1,903	3,201	24,112	3,220	6,054	28,331	6,865	1,653	8,581
Persons Without Vehicle	277	392	2,941	342	668	6,424	839	267	1,261
Homeless	0	109	1,777	116	63	1,618	301	52	162
Incarcerated	0	36	282	17	80	1,803	90	228	155
Nursing Home Residents	60	86	1,599	88	150	1,117	241	99	305
Juvenile Detainees	0	0	58	0	40	136	124	2	0
Other Institutions	0	0	0	0	0	53	0	0	11
Deaf	85	218	2,245	129	236	1,884	401	79	653
Hard of Hearing	728	1,869	19,203	1,100	2,020	16,118	3,433	675	5,586

ATTACHMENT 13: FUNCTIONAL NEEDS DEMOGRAPHICS

Note: This information is provided as a starting point. Delete all but your and surrounding jurisdictions and update as updated information is available.

County	St. Clair	St. Joseph	Tuscola	Van Buren	Washtenaw	Wayne	Wexford		
Disabled 5 and Up	27,811	10,775	10,125	15,116	39,902	433,933	5,789		
Sensory Disability 5 and Up	2,469	909	954	907	3,136	20,950	506		
Physical Disability 5 and Up	4,208	1,486	1,583	2,005	5,324	56,820	878		
Below Poverty Line	12,674	6,900	4,647	8,334	33,450	332,598	3,096		
No English 5 and Up	62	250	22	361	656	10,717	9		
Children 5 and Under	11,030	4,484	3,517	5,176	20,130	152,600	1,936		
Elders 65 and Up	20,088	8,097	7,450	9,373	26,271	248,982	4,278		
Persons Without Vehicle	3,730	1,687	911	1,394	8,527	106,146	843		
Homeless	806	311	392	1,204	1,131	11,386	150		
Incarcerated	246	223	334	106	3,262	6,874	41		
Nursing Home Residents	605	456	255	386	1,244	10,061	180		
Juvenile Detainees	0	0	289	199	36	756	0		
Other Institutions	1	6	191	21	640	2,367	0		
Deaf	1,522	566	525	704	3,047	18,259	281		
Hard of Hearing	13,018	4,841	4,495	6,022	26,069	156,216	2,406		
City	Ann Arbor	Battle Creek	Birmingham	Bloomfield Twp	Canton Twp	Clinton Twp	Dearborn	Dearborn Hts	Delta Twp
Disabled 5 and Up	12,062	11,015	1,780	4,225	8,753	15,626	17,409	11,385	4,420
Sensory Disability 5 and Up	1,034	774	243	436	557	1,086	1,062	858	N/A
Physical Disability 5 and Up	1,512	1,546	305	628	1,304	2,516	2,258	1,889	N/A
Below Poverty Line	16,922	7,446	555	1,078	2,841	5,500	15,720	3,532	1,460
No English 5 and Up	201	188	5	51	162	321	1,824	261	N/A
Children 5 and Under	5,744	3,892	1,331	2,196	6,715	5,797	8,086	3,732	1,677
Elders 65 and Up	9,017	7,222	2,700	7,659	4,531	13,668	15,232	10,914	3,899
Persons Without Vehicle	4,361	2,534	413	369	935	2,451	3,909	1,582	533
Homeless	507	447	4	211	86	202	177	160	111
Incarcerated	0	686	0	0	0	0	43	8	0
Nursing Home Residents	303	366	0	227	0	477	154	367	125
Juvenile Detainees	26	18	0	0	0	15	0	152	0
Other Institutions	190	5	0	0	0	61	27	0	0
Deaf	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hard of Hearing	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

ATTACHMENT 13: FUNCTIONAL NEEDS DEMOGRAPHICS

Note: This information is provided as a starting point. Delete all but your and surrounding jurisdictions and update as updated information is available.

City	Detroit	Farmington Hills	Fraser	Grand Rapids	Ionia	Kentwood	Lansing	Lincoln Park	Livonia
Disabled 5 and Up	244,893	10,080	2,522	35,598	1,202	6,213	22,869	8,579	13,307
Sensory Disability 5 and Up	8,169	806	225	2,094	100	429	1,549	556	1,101
Physical Disability 5 and Up	27,845	1,475	381	4,139	120	827	3,393	1,355	2,179
Below Poverty Line	243,153	3,299	639	29,681	975	2,817	19,866	3,059	3,136
No English 5 and Up	6,247	224	8	3,085	4	160	584	75	110
Children 5 and Under	76,232	4,904	867	16,335	523	3,469	9,725	2,771	5,654
Elders 65 and Up	99,056	11,803	2,354	22,958	761	4,452	11,605	5,640	16,988
Persons Without Vehicle	73,682	1,644	468	8,715	220	927	5,439	1,382	1,510
Homeless	8,104	714	13	1,714	46	182	370	12	633
Incarcerated	4,191	9	0	1,369	4,288	0	22	6	15
Nursing Home Residents	4,597	417	216	2,592	113	125	314	110	1,019
Juvenile Detainees	589	79	0	150	0	55	79	0	0
Other Institutions	1,132	42	0	304	0	0	87	0	147
Deaf	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hard of Hearing	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
City	Plymouth Twp	Port Huron	Romulus	Southfield	Sterling Hts	Trenton	Warren	Wayne	
Disabled 5 and Up	3,197	6,807	4,965	15,222	18,532	2,818	25,551	4,229	
Sensory Disability 5 and Up	214	548	206	716	1,172	235	1,955	328	
Physical Disability 5 and Up	647	1,039	569	1,980	2,426	658	4,741	626	
Below Poverty Line	485	5,342	2,868	5,721	6,480	980	10,112	1,690	
No English 5 and Up	45	5	22	496	618	14	271	13	
Children 5 and Under	1,668	2,513	1,740	4,358	7,729	1,058	8,784	1,400	
Elders 65 and Up	3,420	4,540	1,804	11,888	14,638	3,837	23,871	2,230	
Persons Without Vehicle	455	1,798	598	3,380	2,563	488	3,494	695	
Homeless	32	379	115	267	526	9	300	81	
Incarcerated	933	246	6	63	0	9	0	0	
Nursing Home Residents	0	195	0	610	650	169	996	322	
Juvenile Detainees	0	0	0	0	0	0	0	0	
Other Institutions	0	0	84	0	22	0	6	0	
Deaf	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Hard of Hearing	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

ATTACHMENT 14: I-SPEAK LANGUAGE IDENTIFICATION CARDS

Card 1 of 2   *Instructions: Place a check by the language spoken.* ☑

☐ Mark this box if you read or speak English.	*English*
☐ ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	*Arabic*
☐ Խնդրում ենք նշում կատարեք այս քառակուսում, եթե խոսում կամ կարդում եք հայերեն:	*Armenian*
☐ যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।	*Bengali*
☐ ឈ្មបបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។	*Cambodian*
☐ Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.	*Chamorro*
☐ 如果你能读中文或讲中文，请选择此框。	*Simplified Chinese*
☐ 如果你能讀中文或講中文，請選擇此框。	*Traditional Chinese*
☐ Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	*Croatian*
☐ Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.	*Czech*
☐ Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	*Dutch*
☐ اگر خواندن و نوشتن فارسي بلد هستيد، اين مربع را علامت بزنيد.	*Farsi*
☐ Cocher ici si vous lisez ou parlez le français.	*French*
☐ Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	*German*
☐ Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	*Greek*
☐ Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.	*Haitian Creole*
☐ अगर आप हिन्दी बोलते या पढ़ सकते हों तो इस बक्स पर चिह्न लगाएँ।	*Hindi*
☐ Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	*Hmong*
☐ Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet.	*Hungarian*

ATTACHMENT 14: I-SPEAK LANGUAGE IDENTIFICATION CARDS

Card 2 of 2   *Instructions: Place a check by the language spoken.* ☑

☐	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	*Ilocano*
☐	Marchi questa casella se legge o parla italiano.	*Italian*
☐	日本語を読んだり、話せる場合はここに印を付けてください。	*Japanese*
☐	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	*Korean*
☐	ໃຫ້ໝາຍໃສ່ຂ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	*Laotian*
☐	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	*Polish*
☐	Assinale este quadrado se você lê ou fala português.	*Portuguese*
☐	Însemnaţi această căsuţă dacă citiţi sau vorbiţi româneşte.	*Romanian*
☐	Пометьте этот квадратик, если вы читаете или говорите по-русски.	*Russian*
☐	Обележите овај квадратић уколико читате или говорите српски језик.	*Serbian*
☐	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	*Slovak*
☐	Marque esta casilla si lee o habla español.	*Spanish*
☐	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	*Tagalog*
☐	ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	*Thai*
☐	Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	*Tongan*
☐	Відмітьте цю клітинку, якщо ви читаєте або говорите українською мовою.	*Ukrainian*
☐	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگا ئیں۔	*Urdu*
☐	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	*Vietnamese*
☐	באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט איריש.	*Yiddish*

Source: www.lep.gov/ISpeakCards2004.pdf

ATTACHMENT 15.1: FUNCTIONAL NEEDS WORKSHEETS -- DIABETES

Note: These worksheets are under development. We ask for comment from advocacy organizations and medical professionals. They do not replace the C-MIST intake process but promote preplanning for Functional Needs Support Services.

DIABETES PLANNING AND OPERATIONAL CONSIDERATIONS
Nature of Condition(s) / Situation(s) Requiring Accommodation
Diabetes is a disease in which blood glucose levels are above normal. The pancreas produces insulin to help glucose enter body cells. People with diabetes either don't produce enough insulin or can't use their own insulin effectively, resulting in high blood sugar levels. Diabetes causes serious health complications including heart disease, blindness, kidney failure, lower-extremity amputations, and symptoms such as: frequent urination, excessive thirst, unexplained weight loss, extreme hunger, sudden vision changes, tingling or numbness in hands or feet, feeling very tired much of the time, very dry skin, sores that are slow to heal, and more infections than usual.
Contacts / Additional Information
Organization: Contact: *Insert Local Contact*   Email:
Best Mass Care Environment *List desired environmental factors; e.g., proximity to restrooms, quiet environment, etc.)*   - Exercise or Physical Activity Area (walkable neighborhood or areas indoor or out to exercise).   - Access to healthy snacks and meals.
Resource Requirements   - Equipment: Glucose meters, test strips and lancets; sharps disposal boxes; Refrigerator for insulin.   - Personal Care Services: - Supplies: Alcohol wipes, lancets, and test strips for blood kits; Insulin syringes. Potable water.   - Facilities / Environment: Quiet Environment / Low Light Environment / Proximity to Family / Caregiver   - Other (Specify):   Socks and shoes or protective footwear. Meals need to be timed in relation to medicine.
Potential Issues for Shelter Managers   - Physical: If appropriate medication is not available, transportation to another facility or hospital will be necessary.   - Social / Behavioral: Low blood glucose reactions may include shakiness, sweating, irritability, confusion and other symptoms.   - Logistical: Availability of suitable meals for people with diabetes.   - Medical: Access and adherence to prescription regimens: Insulin, Metformin, Glipizide, etc.   - Other (Specify):   Check for medical identification.
Post-Shelter Release Considerations / Requirements   - Case Management Generally Required (Y / N; if Y, Specify)?   No   - Special Transportation Generally Required (Y / N; if Y, Specify)?   No   - Special Health Care Considerations (Y / N; if Y, Specify)?   Yes / Meals / Medication   - Other Considerations / Requirements (Specify):

ATTACHMENT 15.2: FUNCTIONAL NEEDS WORKSHEETS – OLDER ADULTS AND ELDERLY

Note: These worksheets are under development. We ask for comment from advocacy organizations and medical professionals. They do not replace the C-MIST intake process but promote preplanning for Functional Needs Support Services.

OLDER ADULTS and ELDERLY PLANNING AND OPERATIONAL CONSIDERATIONS
Nature of Condition(s) / Situation(s) Requiring Accommodation
Higher prevalence of chronic conditions, physical disability, cognitive impairment, dependence on support systems for medical care, potential limitations in physical mobility, and diminished sensory awareness.
Contacts / Additional Information *Include Area Agencies on Aging, Senior Homes, Meals-on-Wheels, etc.*
Organization: Area Agency on Aging   Contact: *Insert Local Contact*   Email:
Additional resources: www.eldercare.gov
Identifying Vulnerable Older Adults and Legal Options for Increasing Their Protection During All-Hazards Emergencies: A Cross Sector Guide for States and Communities. www.cdc.gov/aging/emergency.
Best Mass Care Environment
• Factor: To the extent possible, limit the distance they must travel to shelter facilities.
• Accessible to people who need help or certain accommodations to perform routine care or activities of daily living (e.g., to use the bathroom, bathe, dress, groom, or get into and out of bed).
• Accessible to people who have certain disabilities, such as those who use a wheelchair.
• Include signs and other forms of communication that can be understood by older adults.
• Include energy sources for electricity (i.e., generators), heating, and air conditioning
Resource Requirements
• Equipment: Orthopedic braces, wheelchairs, hearing aids. See Attachment 16: Durable Medical Equipment Sample List.
• Personal Care Services:
• Supplies: See Attachment 17: Consumable Medical Supply Sample List.
• Facilities:
• Other (Specify): Mass transit, paratransit, and cab options.
Potential Issues for Shelter Managers
• Physical: Sleep surface requirements (can the person sleep on a cot or mat?). Does the person have a stable medical condition or an unstable condition that requires medical, nursing or other health care or mental health issues needing attention such as fears, anxiety or depression.
• Social / Behavioral:
• Logistical: Are there service animals that must be accommodated?
• Medical: Are there caregivers who also need shelter and support services? Is oxygen required?
• Other (Specify): Check for medical identification. Are there pets that must be accommodated?
Post-Shelter Release Considerations / Requirements
• Case Management Generally Required (Y / N; if Y, Specify)? Not as a result of the incident, but case management may already be in place.
• Special Transportation Generally Required (Y / N; if Y, Specify)? No, but assistance may be required.
• Special Health Care Considerations (Y / N; if Y, Specify)? Yes, Medications and monitoring devices will need to continue.
• Other Considerations / Requirements (Specify):

ATTACHMENT 15.3: FUNCTIONAL NEEDS WORKSHEETS – BLIND / DEAF, LOW VISION / HARD OF HEARING

Note: These worksheets are under development. We ask for comment from advocacy organizations and medical professionals. They do not replace the C-MIST intake process but promote preplanning for Functional Needs Support Services.

BLIND and DEAF, LOW VISION and HARD OF HEARING PLANNING AND OPERATIONAL CONSIDERATIONS
Nature of Condition(s) / Situation(s) Requiring Accommodation
Individuals who are Blind or Deaf or have low vision or hearing need assistance
Contacts / Additional Information
Organization: Contact: *Insert Local Contact*   Email:
Best Mass Care Environment
• Factor: Easy access to open aisles and orderliness of space (no clutter). • Factor (Specify): • Factor (Specify):
Resource Requirements
• Equipment: Signage in Braille and Large Print, hearing aids, good lighting, flashing smoke detectors • Personal Care Services: • Supplies: • Facilities: • Other (Specify): Mass transit, paratransit, and cab options.
Potential Issues for Shelter Managers
• Physical: • Social / Behavioral: • Logistical: • Medical: • Other (Specify): Check for medical identification.
Post-Shelter Release Considerations / Requirements
• Case Management Generally Required (Y / N; if Y, Specify)? Case Management would normally be in place prior to the incident. • Special Transportation Generally Required (Y / N; if Y, Specify)? • Special Health Care Considerations (Y / N; if Y, Specify)? • Other Considerations / Requirements (Specify):

ATTACHMENT 15.4: FUNCTIONAL NEEDS WORKSHEETS – WHEELCHAIR USERS

Note: These worksheets are under development. We ask for comment from advocacy organizations and medical professionals. They do not replace the C-MIST intake process but promote preplanning for Functional Needs Support Services.

WHEELCHAIR DEPENDENT PLANNING AND OPERATIONAL CONSIDERATIONS
Nature of Condition(s) / Situation(s) Requiring Accommodation
Individuals who are wheelchair users will be among the evacuees. Their disabilities may be far ranging. Other needs will be captured through the C-MIST process at registration, and pre planning done for the other Functional Needs through planning for the comprehensive planning process. As far as their wheelchair use, ADA compliance and accessible transportation are also covered in Attachment 12: Shelter Accessibility. It would be ideal to include a wheelchair user in assessment teams to verify accessibility of facilities.
Contacts / Additional Information
Organization: Contact: *Insert Local Contact*   Email:
Best Mass Care Environment
• Factor: Proximity to restrooms and immediate access to accessible aisles.
• Factor:
• Factor (Specify):
Resource Requirements
• Equipment: Tilt Table, Used for Lifting Obese Individuals, Obtain from Hospitals / Medical Suppliers
• Personal Care Services:
• Supplies:
• Facilities:
• Other (Specify): Wheelchair accessible transportation, Mass Transit, Para-transit, and cab options.
Potential Issues for Shelter Managers
• Physical:
• Social / Behavioral: Behavioral Health Specialist Qualified individual to function as a mental health or substance abuse professional; provides behavioral health triage, and assessment and stabilization.
• Logistical: Can they move independently? With the assistance of a device? Or do they require assistance?
• Medical:
• Other (Specify): Check for medical identification.
Post-Shelter Release Considerations / Requirements
• Case Management Generally Required (Y / N; if Y, Specify)?
• Special Transportation Generally Required (Y / N; if Y, Specify)? Mobility devices or special assistance may be required.
• Special Health Care Considerations (Y / N; if Y, Specify)?
• Other Considerations / Requirements (Specify):

ATTACHMENT 15.5: FUNCTIONAL NEEDS WORKSHEETS -- EPILEPSY

Note: These worksheets are under development. We ask for comment from advocacy organizations and medical professionals. They do not replace the C-MIST intake process but promote preplanning for Functional Needs Support Services.

EPILEPSY PLANNING AND OPERATIONAL CONSIDERATIONS
Nature of Condition(s) / Situation(s) Requiring Accommodation
Epilepsy affects about 1% of the U.S. population, so you are very likely to have someone with epilepsy in a mass care situation.
Failure to recognize seizure activity and improper first aid can result in injury or death. Adherence to medications is essential.
Contacts / Additional Information
Organization: Epilepsy Foundation of Michigan   Contact: Arlene Gorelick, MPH   Email: <u>agorelick@epilepsymichigan.org</u>
The Epilepsy Foundation of Michigan provides education and support services to responders, advocates, and those with epilepsy.
Best Mass Care Environment
• Quiet areas are recommended. Sleeping in noisy, crowded areas may be difficult. Sleep deprivation is a common seizure trigger.
• Moderated temperature: Excessive heat or cold can trigger seizures.
Resource Requirements
• Staff: Staff must be trained to recognize and provide first aid to all seizure types, including prolonged seizures.
• Staff: A dietician on staff can help people with food allergies, celiac disease, and other conditions requiring special diets
• Equipment: Provide earplugs and sleep masks; Allow sleep apnea machines and provide electricity.
• Personal Care Services:
• Supplies: Anti-epileptic medications; Changes of clothes in case of incontinence.
• Facilities:
• Medical: Rescue meds – prolonged seizures can be stopped with medication.
• Other (Specify): Transportation to local pharmacy
• Other: Check for medical identification.
Potential Issues for Shelter Managers
• Physical:
• Social / Behavioral: Psychological counseling. Depression affects about 30% of people with epilepsy. Stress is a common seizure trigger.
• Logistical:
• Medical: Evacuees with Epilepsy must bring their medication with them if at all possible. One missed dose of medication can result in seizures. Obtain refills before they run out. Check hospitals if pharmacies are closed.
• Medical: Training on seizure first aid and administration of rescue meds.
• Medical: Training for non-epileptic (psychogenic) seizures triggered by the event or other trauma.
• Diet: Access to a dietician and special foods. Some children with epilepsy are on ketogenic (strict high-fat, low-carb) diets.
Post-Shelter Release Considerations / Requirements
• Case Management Generally Required? Case management may be required if a supervised individual is separated from their caregiver.
• Special Transportation Generally Required? Yes. Many with Epilepsy are restricted from driving.
• Special Health Care Considerations (Y / N; if Y, Specify)? Medication proper to the individual's condition must be available.
• Other Considerations / Requirements (Specify):

ATTACHMENT 15.6: FUNCTIONAL NEEDS WORKSHEETS – AUTISM

Note: These worksheets are under development. We ask for comment from advocacy organizations and medical professionals. They do not replace the C-MIST intake process but promote preplanning for Functional Needs Support Services.

AUTISTISM PLANNING AND OPERATIONAL CONSIDERATIONS
Nature of Condition(s) / Situation(s) Requiring Accommodation
Individuals with Autism spectrum will display a wide variety of behaviors. Some may include:

- Be non-verbal or have limited speech;
- Avoid eye contact and prefer to be alone or ignore your presence;
- May not recognize family members; or, they may recognize their family members but may not be able to verbalize that they know them.
- Inclination for wandering and any atypical behaviors or characteristics that may attract attention
- Lack fear of real danger and demonstrate apparent insensitivity or high tolerance for pain;
- Have difficulty in expressing needs; does not use gestures;
- Unusual responses to lights, sounds, or other sensory input and seek sensory stimulation, including heavy pressure;
- Have difficulty interacting with others;
- Exhibit avoidance of touch;
- Demonstrate sustained unusual repetitive actions;
- Display inappropriate laughing or giggling and inappropriate attachment to objects;
- Spin or twirl objects and exhibit finger, arm, or wrist flicking;
- If verbal, may have trouble with correct speech volume (i.e., loud to whisper, and/or monotone, computer-like vocal intonation);
- Appear as if deaf, cover their ears and look away;
- Display clumsiness, toe-walk or have difficulty running;
- Rock back and forth;
- Talk to themselves or no one in particular and/or echo words and phrases; and
- Display fascination with water, lights, reflections and shiny objects.
- Person may not recognize authority figures or know what is expected of them if they do

Contacts / Additional Information

Organization: Contact: *Insert Local Contact*   Email:

Autism and Emergency Preparedness: Tips and Information for Emergency Shelter Staff and Trainers
Dennis Debbaudt © 2006. Unabridged version at: http://www.autismriskmanagement.com/documents/DisasterPreparedness.pdf
Autism Society of America: www.autism-society.org
Autism Risk and Safety www.autismriskmanagement.com

Best Mass Care Environment

- Factor: Make sure that space for sensory quiet time is available for person with an autism spectrum disorder.
- Factor: Access to less used or staff-only areas may need to be considered.
- Factor: Efforts to accommodate individuals will add to the ability of the shelter and staff to provide services to other evacuees.
- Factor: Separate a person with sensitivity to sound from a person who needs life-saving technology that emits sound.

AUTISTISM PLANNING AND OPERATIONAL CONSIDERATIONS
Resource Requirements • Equipment: • Personal Care Services: • Supplies: Prescriptions • Facilities: Quiet areas; secure areas. • Other (Specify):
Potential Issues for Shelter Managers • Physical: Issues such as low muscle tone, high pain tolerance and asphyxia will require specialized care. • Social / Behavioral: Avoid touching people to de-escalate behaviors. • Logistical: • Medical: Sensory, medical, or dietary issues and requirements • Other (Specify): Check for medical identification.
Post-Shelter Release Considerations / Requirements • Case Management Generally Required? Yes, case management should continue as before the incident. • Special Transportation Generally Required? Yes, transportation assistance will normally be required. • Special Health Care Considerations (Y / N; if Y, Specify)? • Other Considerations: Talk with parent or caregiver to determine person's unique needs

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.

ATTACHMENT 15.7: FUNCTIONAL NEEDS WORKSHEETS – CULTURAL AND RELIGIOUS

Note: These worksheets are under development. We ask for comment from advocacy organizations and medical professionals. They do not replace the C-MIST intake process but promote preplanning for Functional Needs Support Services.

CULTURAL AND RELIGIOUS PLANNING AND OPERATIONAL CONSIDERATIONS
Nature of Condition(s) / Situation(s) Requiring Accommodation
During an incident, people of many different cultures and faiths will evacuate to shelters. They may lack access to important facilities or practices. To the extent possible, shelters will make space available and contact the nearest ministers of the faith represented to arrange for services or transportation to such services.
Contacts / Additional Information
Organization: Contact: *Insert Local Contact*   Email:
Best Mass Care Environment • Space for assembly • A list of local ministers of various faiths may be provided or the ministers may be invited to visit the evacuees. • Factor (Specify):
Resource Requirements • Equipment: A room with a table. Communities will have portable equipment that is easily used and removed at the end of their service. • Personal Care Services: • Supplies: • Facilities: A room for assembly • Other (Specify):
Potential Issues for Shelter Managers • Physical: • Social / Behavioral: Provide opportunity on shelter forms to request religious services or counseling. • Logistical: Special Dietary Requirements (No Meat, Kosher, Halal, etc.) • Medical: Certain communities may object to what may be considered standard medical practices. • Other (Specify): Check for medical identification.
Post-Shelter Release Considerations / Requirements • Case Management Generally Required (Y / N; if Y, Specify)   No • Special Transportation Generally Required (Y / N; if Y, Specify)   No • Special Health Care Considerations (Y / N; if Y, Specify)   No • Other Considerations / Requirements (Specify):

ATTACHMENT 15.8: FUNCTIONAL NEEDS WORKSHEETS – BLANK TEMPLATE

Note: These worksheets are under development. They do not replace the C-MIST intake process but promote preplanning for Functional Needs Support Services. Please use and modify this template for other Functional Needs populations.

FUNCTIONAL NEEDS PLANNING AND OPERATIONAL CONSIDERATIONS
Nature of Condition(s) / Situation(s) Requiring Accommodation
Contacts / Additional Information   Organization:　　　　　Contact: *Insert Local Contact*　　　Email:
Best Mass Care Environment   - Factor (Specify, e.g., proximity to restrooms; quiet environment; etc.):   - Factor (Specify):   - Factor (Specify):
Resource Requirements   - Equipment: - Personal Care Services: - Supplies: - Facilities: - Other (Specify):
Potential Issues for Shelter Managers   - Physical: - Social / Behavioral: - Logistical: - Medical: - Other (Specify): Check for medical identification.
Post-Shelter Release Considerations / Requirements   - Case Management Generally Required (Y / N; if Y, Specify)?   - Special Transportation Generally Required (Y / N; if Y, Specify)?   - Special Health Care Considerations (Y / N; if Y, Specify)?   - Other Considerations / Requirements (Specify):

ATTACHMENT 16: DURABLE MEDICAL EQUIPMENT SAMPLE LIST

Durable Medical Equipment Sample List (for Children and Adults) Based on 100 Persons		
Equipment	Quantity	Type
Assorted utensil holder	8	Each
Accessible cots	100	Each
Beds, bariatric, on wheels, up to 600lbs	6	Each
Bedside commodes (3ea, 300lb capacity; 2ea, 450lb capacity)	5	Each
Canes, quad (tea-small base; 2ea-large base; 2ea-bariatric)	5	Each
Comfort box (1ea knit pant, 1ea t-shirt, 1ea pair socks, hygiene items)	10	Box
Crutches, adult	3	Pair
Crutches, pediatric	3	Pair
Dressing aid sticks	5	Each
Handheld shower w/84" hose	4	Each
Independent toilet seats w/safety bars	4	Each
IV pole 5 caster	3	Each
Patient lift w/2 mesh slings (450lb capacity) (Hoyer lift)	2	Each
Privacy screen, 3 panel w/casters	10	Each
Refrigerator, counter height, no freezer (for meds)	2	Each
Sheets, flat, fitted for bariatric bed (200 thread count or higher)	6	Each
Shower chair w/back rest (4ea 400lb capacity; 2ea bariatric)	6	Each
Egg crate padding (10bed and 6 wheelchair)	10 and 6	Each
Walker, dual release (4ea standard w/wheels; 2ea heavy duty w/wheels; 2ea bariatric no wheels; 2ea standard no wheels	10	Each
Medical cot w/mattress and half side rails	4	Each
Wheelchair ramps, portable (1ea 10'; 1ea 6')	2	Each
Wheelchair transfer boards	8	Each
Wheelchairs, adult (7ea w/footrests; 3ea w/elevating leg rest)	4	Each
Wheelchairs, pediatric (1ea w/footrest; 1ea w/leg rest)	2	Each

Source: FEMA (2010), *Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters,* p.117

ATTACHMENT 17: CONSUMABLE MEDICAL SUPPLY SAMPLE LIST

Source: FEMA (2010), *Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters,* p. 118

Item	Description	Quantity	Notes
General Supplies			
Antibacterial wipes/towelettes	40 pack	100	
Bag, plastic	13 gallon	100	
Magnifying glasses (standard)		2	
Nutritional supplemental drinks for children over 12 months of age, ready to drink (i.e. Pediasure)	8oz bottles	196-658/week	Dispensed by medical authority in shelter. 28-120 fl. oz. per day
Paper cup lids	For 12oz. cups	1 case	
Bendable drinking straws		1 case	
Duct tape		12 rolls	
Non-latex cleaning gloves	disposable	400 minimum	
Waterproof pads for beds/cots i.e. (CHUX)	standard size	240	
Bio-hazard bags		24	For medical waste
Bleach, chlorine		2 gallons	
Non latex patient care gloves	disposable	6 boxes minimum	
Bucket, 2.5 gallon		10 each	
Paper towels		20 rolls	
Hand Sanitizer		6 each large	
Hand Sanitizer		100 each individual	
Baggies large and small		10 boxes each	
Spray bottle	6oz	4	
Batteries (assorted)		1 pkg each size	AAA, AA, 9 Volt, C, D
Power Strips	each	5	6 ft. in length
Battery Chargers, universal	each	2	For recharging wheelchair batteries and other battery powered equipment
Extension cords	each	3	50 ft. length
Air Pump (bicycle type)	each	1	For wheelchair tires w/ composite head fitting. Presta, Schrader, and Woods/Dunlop valves without switching internal parts.
Nutrition drink for diabetics (i.e. Glucerna)	8 oz. bottles	48	Plastic bottle contains ingredients that contribute to blood glucose management and support cardiovascular health. For people with

Item	Description	Quantity	Notes
			diabetes. For the use as a supplement, snack, or meal as a part of a diabetes management plan.
Nutrition drink (i.e. Ensure or Boost)	8oz bottles	48	Source of concentrated calories and high in protein to help patients gain or maintain healthy weight. It can be used as a supplement, or in appropriate amounts as a meal replacement on the advice of a medical professional/dietician.
Medical Supplies			
Instant ice		Pkg of 12	Self-contained, break to use
Instant heat		Pkg of 12	Self-contained, break to use
Emesis basin		12	
Bedpans	each	2	Resistant to stains and cracks. 350 pound weight capacity. Contoured design molded plastic for adults.
Bedpans	each	10	Resistant to stains and cracks. Dimensions: 14"L x 11" W x 2.5" D. Weight capacity: 250 pounds.
Urinals - male	each	8 disposable w/cover	
Distilled water (for humidifiers)	gallon	10	
Trach care tray	each	2	w/forceps. Sterile, single use. All necessary components for care and cleaning of trach site. Tray includes removable basin, latex free gloves, trach brush, drape, tape, cotton tipped applicators, pipe cleaners and 4" x 4" gauze dressing.
Scissors, blunt end	each	2	
Scissors, sharp and curved	each	2	
Back support	each	2	Universal back support fits a range of sizes. Wide, elastic support base. Overlapping elastic compression panels. Adjustable and removable shoulder straps
Cervical collar, universal	each	4	Soft foam collar is slightly contoured for comfort. 1" thick foam is covered with stockinet and has loop/lock closure. Universal style fits most. 2.5" wide at the chin, fits neck circumference 12-22"
Automatic Blood Pressure Cuff, adult x-large with batteries	each	2	
Automatic Blood Pressure Cuff, adult standard with batteries	each	2	
Automatic Blood Pressure Cuff, pediatric with batteries	each	2	
Saline Solution (wound wash)	each	12	Sterile saline solution (0.9%) for flushing and cleansing superficial wounds
Pill crusher	each	6	
Pill cutter	each	6	

Item	Description	Quantity	Notes
Diapers, adult x-large	case of 20	3	
Diapers, adult large	case of 20	3	
Diapers adult medium	case of 20	3	
Diapers, adult small	case of 20	3	
Diapers, adult pull up-small	case of 20	1	
Saniwipe Disinfectant Towels	pkg	2	Textured cloth for environmental disinfection
Gauze sponges 4"x4" (sterile)	Box of 100	2	For wound care
Gauze sponges 2"x2" (sterile)	Box of 50	2	For wound care
ABD Dressings (sterile)	case of 200	1	For wound care, 8" x 10"
Ace Bandage 2"	Box	2	Latex free
Ace Bandage 2"	Box	2	Latex free
Ace Bandage 4"	Box	2	Latex free
Ace Bandage 6"	Box	2	Latex free
Applicators, cotton tipped 6" (sterile)	Box of 100	2	
Gauze bandage 2" roll	Box of 12	6	2" x 10 yards
Gauze Bandage 4" roll	Box of 12	6	4" x 10 yards
Cotton balls	Bag of 50	4	
Colostomy appliance	pkg	2	Dependent on manufacturer
Colostomy wafer	Box of 10	2	Individually wrapped size 4" x 4" wafer w/ flange (skin protector)
Colostomy paste	2 oz. tube	4	Pectin based skin barrier paste to help protect the skin around stomas and fistulas to prevent skin irritation and breakdown and to fill-in uneven skin surfaces
Colostomy skin prep wipes	Box of 50	1	No-sting skin prep wipes to form protective film to prepare skin for tape and adhesives
Colostomy/Ileostomy bags (pouches)	Box of 10	1	Cut to fit, drainable pouch
Telfa Dressings (sterile) 3" x 4"	Box	2	Individually wrapped for wound care, non-stick
General antiseptic cleansers (i.e. BZk Towelettes)	Box of 100	2	Used for general antiseptic cleansing, no alcohol, latex free
Alcohol prep pads	Box of 100	4	
K-Y Jelly	Tube	4	Large tubes
Betadine Scrub Solution	16 oz. Bottle	4	
Tape-1" paper tape, non-allergenic	Roll	6	1" x 11 yards
Tape-2" paper tape, non-allergenic	Roll	6	2" x 11 yards
Safety pins	Box of 1440	1	Nickel-plated steel. Each pin closed. Secure safety head. 1.75"

Item	Description	Quantity	Notes
Medicine cups, plastic	Pkg of 100	2	1 ounce cups
Hand asepsis towelettes	Pkg of 160	4	
Batteries-hearing aid		1 pkg each size	Assorted
Blood Glucose Meter Kit	each	4	Allows for alternate site testing and stores up to 300 test results. Includes meter, carrying case, lancing device, control solution normal, and alternate site testing cap
Blood Glucose test strips (Must be compatible with type of meter)	Box of 50	2	
Biohazard Sharps Disposal Containers			
Velcro, double sided (loop and hook) 1", 2" and 4"	Roll	2 rolls each size	50 yard rolls
Nebulizer		2	FIO (2) settings adjustable from 35% to 100%. Has ports for a feed set and an immersion type heater. Capacity: ~ 350ml
Cannulas, nasal Oxygen tubes (disposable)	each	5	Nasal cannula, extra soft, curved tip with 7 ft. (213 cm) crush resistant tubing
Oxygen regulators	each	5	Downward facing outlet port
Isolation mask	Box of 50	1	fluid resistant, polypropylene outer facing with ear loops
Foley catheter	each	10	Cath Foley Sil 12 Fr, 5cc balloon (latex free)
Intermittent catheter-male 8 Fr and 16 Fr	each	25 each size	Cath Intmt Rdrbr 8 Fr 16". All-purpose urethral x-ray opaque with funnel end and round hollow tip. Two opposing eyes. Sterile
Condom catheter-male	each	25	Cath Exterior Tex Ltx 2 pc w-Fm. With 5.5"L x .75"W foam strap
Intermittent catheter-female	each	25	Intmt Pvc Pls cath F 14 Fr. 6.5". Sterile. Clear polyvinyl chloride with matte finish, smooth rounded tip, funnel end
Bedside Drainage Collectors	each	3	2000 cc drainage bag with sample port and universal hanging device
Spray adhesive, medical	each	5 (3.2oz cans)	Increases adhesion to skin for pouches, wound drainage collectors and fecal incontinence systems
Removal wipes	Box of 50	1	Universal adhesive remover for tapes, adhesives, and hydrocolloid skin barriers
Leg Bags, assorted sizes, small/medium/large	500 ml; 600 ml; 950 ml	3 of each size	T-Tap Leg Bag, sterile, soft vinyl bag and Velcro strap. Latex free with latex free tubing and connector
Chemical-free Shampoo and Bodywash	8oz bottles	2	Hypoallergenic cleansers, rinse free, contains Aloe Vera Gel, no alcohol
Chemical-free Spray Cleaner	8oz bottles	2	Gentle cleanser, contains Acemannan Hydrogel, no rinse, non-irritating

ATTACHMENT 18: ANIMAL MASS CARE

The federal government supports including pets in disaster plans. The PETS Act of 2006 amended the Stafford Act to ensure state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency. Refer to the MEMP Animal Care Support Plan.

The **(Name of Jurisdiction)** will work with the CART, MDARD, State PIO, MI-SART, and other activated resources to develop and disseminate incident-specific public information materials. This is particularly important with regard to animals which are not Service Animals, because most mass care shelters will not allow non-Service Animal pets or larger animals into the facility. All information releases will go through the Joint Information Center (JIC), if established, and the involved PIOs. Examples of issues and considerations that will be addressed include:

- Notifying the public of the locations of shelters at which the following may be left: 1) lost or stray animals; 2) animals that citizens cannot care for; and 3) animals that need immediate medical assistance.
- Promoting public awareness and instructing animal owners of the need to prepare a pet "go-kit" which includes copies of vaccination records, a list of medications, pet identification measures such as a microchip, locations of area motels / hotels that will accept pets, and other information or materials pertinent to the pet type / breed.
- Providing information to the media and the public regarding the nature and size of the affected area's animal population and the major impacts (short- and long-term) the incident is likely to have on that population.
- Providing information to the media and the public regarding the care and sheltering (or sheltering-in-place) of animals that require special resources or extra caution in their care and handling.

Resources utilized for the transport and sheltering of animals are included as attachment 5 to the Michigan Animal Care Support Plan, Publication 101c. In addition to those resources, the following tables provide a suggested outfitting of household pet shelters.

Additional resources and forms can be found at www.redrover.org/planning.

ATTACHMENT 18.1: AGRICULTURE AND ANIMAL DAMAGE ASSESSMENT TEAM

RESOURCE		AGRICULTURE AND ANIMAL DAMAGE ASSESSMENT TEAM			
DEFINITION		Obtains rapid, ongoing, and accurate assessments of incident damages.			
CATEGORY		Animals and Agriculture Issues		KIND	Team
MINIUMUM CAPABILITIES		Type I	Type II	Type III	Type IV
COMPONENT	METRIC				
Capability	Min Deploy	5 days	3 days	3 days	Local
Capability	Max Deploy	14 days	14 days	14 days	14 days
Capability	Sustain Ops	Self-contained for 5 days	Self-contained for 5 days	Self-contained for 5 days	Local
Capability	Time to Deploy	24 hours	24 hours	24 hours	12 hours
Personnel	People Per Response	40 persons to be divided in 2-person (min) teams including strike team leader and 2 deputies	20 persons to be divided in 2-person (min) teams including strike team leader and 2 deputies	10 people including team leader	2 people
Personnel	Required Training	ICS 700, 100 and 200, Affiliated with official animal/ag agency, Disaster Assessment training	ICS 700, 100 and 200, Affiliated with official animal/ag agency, Disaster Assessment training	ICS 700, 100 and 200, Affiliated with official animal/ag agency, Disaster Assessment training	ICS 700, 100 and 200, Affiliated with official animal/ag agency, Disaster Assessment training
Personnel	Recommended Training	Human CPR and First Aid; Pet First Aid; FEMA IS-10, IS-11, IS-111; HAZMAT and Biosecurity Awareness	Human CPR and First Aid; Pet First Aid; FEMA IS-10, IS-11, IS-111; HAZMAT and Biosecurity Awareness	Human CPR and First Aid; Pet First Aid; FEMA IS-10, IS-11, IS-111; HAZMAT and Biosecurity Awareness	Human CPR and First Aid; Pet First Aid; FEMA IS-10, IS-11, IS-111; HAZMAT and Biosecurity Awareness
Equipment	Supplies	Maps, flashlight, first aid kit, laptop, cell phone, assessment forms/instructions/SOG, credentials, contact numbers, Truck safety/repair equipment	Maps, flashlight, first aid kit, laptop, cell phone, assessment forms/instructions/SOG, credentials, contact numbers, Truck safety/repair equipment	Maps, flashlight, first aid kit, laptop, cell phone, assessment forms / instructions/ SOG, credentials, contact numbers, Truck safety/ repair equipment	Maps, flashlight, first aid kit, laptop, cell phone, assessment forms/ instructions/ SOG, credentials, contact numbers, Truck safety/ repair equipment
Vehicle		20 Trucks	10 Trucks	5 Trucks	1 Truck
Comments		Governed by type and magnitude of the disaster, the structure of the team consists of people most knowledgeable about the collection or material inventory of the disaster site, and assessing the magnitude and extent of impact on both the population and infrastructure of society. Trained specifically for disaster assessment techniques, team members are multidisciplinary and can include health personnel, engineering specialists, logisticians, environmental experts, and communications specialists. Responsibilities include recording observations and decisions made by the team, photographing and recording disaster site damage, and investigating where damage exists. Teams also analyze the significance of affected infrastructures, estimate the extent of damages, and establish initial priorities for recovery. Disaster assessment teams can perform an initial assessment that comprises situational and needs assessments in the early, critical stages of a disaster to determine the type of relief needed for an emergency response, or they may carry out an expedited rapid assessment.			

ATTACHMENT 18.2: AGRICULTURE DISASTER ASSESSMENT FORM

(Fill in blanks and circle situation noted during assessments.)

Date/Time: _____   Assessor: _____
GPS (Dec. Degrees):   N _____,   W _____
Approximate Location: _____
Owner: ☐ Unknown   ☐ Known: _____
Species: Cattle   Horses   Swine   Sheep/Goats   Others:
#s affected: _____   _____   _____   _____   _____
Carcass #s   _____   _____   _____   _____   _____
Body Condition: (Emaciated)   ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5   (Fat)
Water Source: ☐ None   ☐ Floodwater   ☐ Fresh Water
Environmental Condition: ☐ No Forage   ☐ Temporary Forage   ☐ Adequate Forage
Support/Supply Needs: ☐ None   ☐ Needed   ☐ Immediate
Immediate Needs: ☐ None   ☐ Water   ☐ Hay
                                 ☐ Feed   ☐ Vet. Care   ☐ Carcass Disposal
Duration of Support: ☐ 3 day supply ☐ 1 week supply   ☐ 1 month supply
Accessibility: ☐ Road   ☐ Boat   ☐ Air
Evacuation Needed: ☐ Yes   ☐ No
Crop Damage: Row Crop/Forestry: _____   Acres: _____
Comments _____
_____

Please submit this form to your Incident Commander for a MI CIMS Resource Request/Task Assignment.

ATTACHMENT 18.3: ANIMAL HEALTH INCIDENT MANAGEMENT TEAM

RESOURCE	ANIMAL HEALTH INCIDENT MANAGEMENT TEAM			
DEFINITION	**Team provides overall management of animal-related incidents.**			
CATEGORY	Animal and Agriculture Issues		**KIND**	Team
MINIMUM CAPABILITIES				
COMPONENT	**METRIC**	**TYPE I**	**TYPE II**	**TYPE III**	**TYPE IV**
Capability	Time to Deploy	24 hours	24 hours	24 hours	12 hours
Capability	Min Deploy	5 days	3 days	3 days	Local
Capability	Max Deploy	14 days	14 days	14 days	14 days
Capability	Sustain Ops	Self-contained for 5 days	Self-contained for 5 days	Self-contained for 5 days	Local
Personnel	Incident Commander	2, including deputy	2, including deputy	1	1
Personnel	Ops Section Chief	2, including deputy	2, including deputy	1	1
Personnel	Planning Section Chief	2, including deputy	2, including deputy	Optional	Optional
Personnel	Logistics Section Chief	1	1	1	Optional
Personnel	Finance/Admin Section Chief	1	1	1	1
Personnel	Specialized Functions (i.e. disease tracing, epi, etc.)	Situation Dependent	Situation Dependent	Optional	Optional
Personnel	Information Officer	1	1	1	Optional
Personnel	Liaison Officer	1	1	Optional	Optional
Personnel	Safety Officer	1	1	Optional	Optional
Personnel	Experience, Training, and Comprehension	Supervisory role in position for 3 or more federally declared disaster situations in different states. Has organized and supervised subunits of Section in a federally and/or non-federally declared disaster.	Supervisory role in position for a federally declared disaster situation in home and/or other state. Has organized and supervised subunits of Section in a non-federally declared disaster in home state.	Training and/or experience in section for federally or non-federally declared disaster situations in home state.	Training and/or experience in section for federally or non-federally declared disaster situations in home state.
Equipment	Supplies	Laptop with wireless internet capabilities; Satellite/cell phone; Standard forms commonly used in the execution of each position function	Laptop with wireless internet capabilities; Satellite/cell phone; Standard forms commonly used in the execution of each position function	Laptop with wireless internet capabilities; Satellite/cell phone; Standard forms commonly used in the execution of each position function	Laptop with wireless internet capabilities; Satellite/cell phone; Standard forms commonly used in the execution of each position function
Personnel	Training Required	ICS 100 through 400, ICS 700; Affiliation with official animal/ag agency	ICS 100 through 400, ICS 700; Affiliation with official animal/ag agency	ICS 100 through 400, ICS 700; Affiliation with official animal/ag agency	ICS 100 through 400, ICS 700; Affiliation with official animal/ag agency
Personnel	Training Recommended	Human CPR; FEMA IS-10, IS-11 and IS-111; HAZMAT and Biosecurity Awareness;	Human CPR; FEMA IS-10, IS-11 and IS-111; HAZMAT and Biosecurity Awareness;	Human CPR; FEMA IS-10, IS-11 and IS-111; HAZMAT and Biosecurity Awareness;	Human CPR; FEMA IS-10, IS-11 and IS-111; HAZMAT and Biosecurity Awareness;

ATTACHMENT 18.4: VETERINARY STRIKE TEAM

RESOURCE		VETERINARY STRIKE TEAM		
DEFINITION	Deployed to an impacted site to support the veterinary infrastructure.			
CATEGORY	Animals and Agriculture Issues		**KIND**	Team
MINIUMUM CAPABILITIES		Type I	Type II	Type III	Type IV
COMPONENT	**METRIC**				
Capability			Medical Care, Surgery, and Radiography	Triage, Basic Medical Care, and Minor Surgery	Triage, Basic Medical Care
Capability	Min Deploy		3 days	3 days	local
Capability	Max Deploy		14 days	14 days	14 days
Capability	Time to Deploy		24 hours	24 hours	12 hours
Capability	Sustained Ops		Self-contained up to 5 days	Self-contained up to 5 days	Local
Personnel	Team		14 member team including team leader, 3 veterinarians, mobile clinic staff, and team staff	10 team members including team leader, 3 veterinarians, and team staff	3 person team, including 1 veterinarian and 2 team members
Personnel	Training Required		AER Position Qualifications and Credentials; ICS 300 for team leader; Affiliation with official animal/ag agency	AER Position Qualifications and Credentials; ICS 300 for team leader; Affiliation with official animal/ag agency	AER Position Qualifications and Credentials; ICS 300 for team leader; Affiliation with official animal/ag agency
Personnel	Training Recommended		Human CPR; FEMA IS-10, IS-11 and IS-111; HAZMAT Awareness; Biosecurity Awareness	Human CPR; FEMA IS-10, IS-11 and IS-111; HAZMAT Awareness; Biosecurity Awareness	Human CPR; FEMA IS-10, IS-11 and IS-111; HAZMAT Awareness; Biosecurity Awareness
Equipment	Veterinary Facilities		Mobile Veterinary Clinic with full clinic capabilities; appropriate team PPE	Mobile tents; surgical/exam table; autoclave; veterinary medical supplies; appropriate team PPE	Local facilities; veterinary medical supplies; appropriate team PPE
Comments	A veterinary strike team is deployed, usually out of their home area to an impacted area, to support veterinary infrastructure in the impacted area. The team is self-equipped and proficient in the medical treatment of household pets affected by disasters.				

ATTACHMENT 18.5: SMALL ANIMAL SEARCH AND RESCUE

RESOURCE		SMALL ANIMAL SEARCH AND RESCUE			
DEFINITION		Proficient in animal capturing, handling and management.			
CATEGORY		Animals and Agriculture Issues	**KIND**		Team
MINIMUM CAPABILITIES					
COMPONENT	**METRIC**	Type I	Type II	Type III	Type IV
		Rescue Operations	Rescue Assist	Capture/Collection	Capture/Collection
Capability	Min Deploy	5 days	3 days	3 days	Local
Capability	Max Deploy	14 days	14 days	14 days	14 days
Capability	Time to Deploy	24 hours	24 hours	24 hours	12 hours
Capability	Sustain Ops	Self-contained for 5 days	Self-contained for 5 days	Self-contained for 5 days	Local
Personnel	Team	2 Animal Control Technicians or higher level	2 Animal Control Technicians or higher level	2 Animal Control Technicians or higher level	2 Animal Control Technicians or higher level
Personnel	Training Required Basic	Animal Control Technician or higher AER Qualifications and Credentials; affiliation with official animal/ag agency; ICS 100, 200, IS 700	Animal Control Technician or higher AER Qualifications and Credentials; affiliation with official animal/ag agency; ICS 100, 200, IS 700	Animal Control Technician or higher AER Qualifications and Credentials; affiliation with official animal/ag agency; ICS 100, 200, IS 700	Animal Control Technician or higher AER Qualifications and Credentials; affiliation with official animal/ag agency; ICS 100, 200, IS 700
Personnel	Training Required Technical	Rescue Assist technical plus: operations level swift/flood water, HAZMAT, rope rescue, collapsed structure, confined space, trench, ice, mountain, and wildfire	Capture/collection technical plus: awareness level swift/flood water, HAZMAT, rope rescue, collapsed structure, confined space, trench, ice, mountain	Zoonosis, disease control (cleaning/disinfection to include decontamination), animal bite prevention/investigation, restraint/control pole, live trapping, animal behavior, chemical capture, animal ID, report writing, euthanasia certification and biosecurity	Zoonosis, disease control (cleaning/disinfection to include decontamination), animal bite prevention/investigation, restraint/control pole, live trapping, animal behavior, chemical capture, animal ID, report writing, euthanasia certification and biosecurity
Personnel	Training Recommended	FEMA IS-10, IS-11 and IS-111; Human First Aid; Human CPR; Pet First Aid; Biosecurity awareness	FEMA IS-10, IS-11 and IS-111; Human First Aid; Human CPR; Pet First Aid; Biosecurity awareness	FEMA IS-10, IS-11 and IS-111; Human First Aid; Human CPR; Pet First Aid; HAZMAT and Biosecurity awareness	FEMA IS-10, IS-11 and IS-111; Human First Aid; Human CPR; Pet First Aid; HAZMAT and Biosecurity awareness
Supplies	Personal	Credentials; Cash; Map/GPS	Credentials; Cash; Map/GPS	Credentials; Cash; Map/GPS	Credentials; Cash; Map/GPS
Comments		A team proficient in animal handling and capture and management (minimum teams of two). Environments may include water (swift and flood), wildfire, hazardous materials (HazMat) conditions. Operations include communications and/or evacuations to effect animal rescue.			

ATTACHMENT 18.6: LARGE ANIMAL SEARCH AND RESCUE

RESOURCE		LARGE ANIMAL SEARCH AND RESCUE			
DEFINITION		Proficient in animal capturing, handling, technical rescue and management.			
CATEGORY		Animals and Agriculture Issues		**KIND**	Team
MINIUMUM CAPABILITIES					
COMPONENT	**METRIC**	Type I	Type II	Type III	Type IV
		Rescue Operations	Rescue Assist	Capture/Collection	Capture/Collection
Capability	Min Deploy	5 days	3 days	3 days	Local
Capability	Max Deploy	14 days	14 days	14 days	14 days
Capability	Time to Deploy	24 hours	24 hours	24 hours	12 hours
Capability	Sustain Ops	Self-contained for 5 days	Self-contained for 5 days	Self-contained for 5 days	Local
Capability	Rescue Scenarios	Low angle rescue, trailer accidents, A frame use, mud rescue, and flat water rescue, high angle rescue; other local AHJ required specialties such as ice rescue, helicopter lift	Low angle rescue, trailer accidents, A frame use, mud rescue, and flat water rescue, high angle rescue; other local AHJ required specialties such as ice rescue	Low angle rescue, trailer accidents, A frame use, mud rescue, and flat water rescue	Low angle rescue, trailer accidents, A frame use
Personnel	Team	5 - 1 team leader; 3 Animal Care and Handling Specialists or higher level incl. team leader; 1 vet	5 - 1 team leader; 3 Animal Care and Handling Specialists or higher level incl. team leader; 1 vet	4 - 1 team leader; 3 Animal Care and Handling Specialists or higher level incl. team leader; a vet on call	3 Animal Care and Handling Specialists or higher level incl. team leader; a vet on call
Personnel	Training Required Basic	Animal Care and Handling Specialists or higher AER Qualifications and Credentials; affiliation with state animal/ag. agency; ICS 100, 200, IS 700; Team Leader ICS 300	Animal Care and Handling Specialists or higher AER Qualifications and Credentials; affiliation with state animal/ag. agency; ICS 100, 200, IS 700; Team Leader ICS 300	Animal Care and Handling Specialists or higher AER Qualifications and Credentials; affiliation with state animal/ag. agency; ICS 100, 200, IS 700; Team Leader ICS 300	Animal Care and Handling Specialists or higher AER Qualifications and Credentials; affiliation with state animal/ag. agency; ICS 100, 200, IS 700; Team Leader ICS 300
Personnel	Training Required Technical	Large Animal Technical Rescue Operations Level Course; Basic Water First Responder; Structural Rope Rescue Operations Level	Large Animal Technical Rescue Operations Level Course; Basic Water First Responder; Structural Rope Rescue Operations Level	Large Animal Technical Rescue Operations Level Course; Basic Water First Responder	Large Animal Technical Rescue Operations Level Course
Personnel	Training Recommended Technical	Structural Rope Rescue Operations Level; Swift Water Operations Level; Structural Rope Rescue Technician Level; Air Crew/S-270 Basic Air Operations	Structural Rope Rescue Operations Level; Swift Water Operations Level; Structural Rope Rescue Technician Level	Structural Rope Rescue Operations Level; Swift Water Operations Level	Structural Rope Rescue Operations Level
Personnel	Training Recommended	FEMA IS-10, IS-11 and IS-111; Human First Aid; Human CPR; Pet First Aid; Biosecurity awareness	FEMA IS-10, IS-11 and IS-111; Human First Aid; Human CPR; Pet First Aid; Biosecurity awareness	FEMA IS-10, IS-11 and IS-111; Human First Aid; Human CPR; Pet First Aid; HAZMAT and Biosecurity awareness	FEMA IS-10, IS-11 and IS-111; Human First Aid; Human CPR; Pet First Aid; HAZMAT and Biosecurity awareness
Equipment	Technical Rescue	Rescue Glide, A frame, appropriate webbing and ropes per AHJ; mud extrication system, and animal flotation system; rescuer SAR and Belay equipment; Anderson Sling system or equivalent	Rescue Glide, A frame, appropriate webbing and ropes per AHJ; mud extrication system, and animal flotation system; rescuer SAR and Belay equipment	Rescue Glide, A frame, appropriate webbing and ropes per AHJ; mud extrication system, and animal flotation system	Rescue Glide, A frame, appropriate webbing and ropes per AHJ
Supplies	Personal	Credentials; Cash; Map/GPS	Credentials; Cash; Map/GPS	Credentials; Cash; Map/GPS	Credentials; Cash; Map/GPS
Comments		A team proficient in animal handling, capture, technical rescue, and management (minimum team of three). Environments may include water (standing and flood), wildfire, hazardous materials (HazMat) conditions. Operations include communications and/or evacuations to effect animal rescue.			

ATTACHMENT 18.7: SMALL ANIMAL TRANSPORT

RESOURCE	SMALL ANIMAL TRANSPORT			
DEFINITION	Deployed to evacuate animals, and return animals to local areas.			
CATEGORY	Animals and Agriculture Issues		**KIND**	Team
MINIUMUM CAPABILITIES		Type I	Type II	Type III	Type IV
COMPONENT	**METRIC**				
Capability	Min Deploy	5 days	3 days	3 days	Local
Capability	Max Deploy	14 days	14 days	14 days	14 days
Capability	Time to Deploy	24 hours	24 hours	24 hours	12 hours
Capability	Sustain Ops	Self-contained for 5 days	Self-contained for 5 days	Self-contained for 5 days	Local
Personnel	Team	3 Animal Care Specialists or higher/Drivers; 1 vet on call	2 Animal Care Specialists or higher/Drivers; 1 vet on call	2 Animal Care Specialists or higher/Drivers; 1 vet on call	2 Animal Care Specialists or higher/Drivers; 1 vet on call
Personnel	Training Required	Drivers: ICS 100, 200, 700; AHSC or higher: AER Qualifications and Credentials; All: Affiliation with official animal/ag. agency	Drivers: ICS 100, 200, 700; AHSC or higher: AER Qualifications and Credentials; All: Affiliation with official animal/ag. agency	Drivers: ICS 100, 200, 700; AHSC or higher: AER Qualifications and Credentials; All: Affiliation with official animal/ag. agency	Drivers: ICS 100, 200, 700; AHSC or higher: AER Qualifications and Credentials; All: Affiliation with official animal/ag. agency
Personnel	Training Recommended	FEMA IS-10 and IS-11; Human First Aid; Human CPR; Pet First Aid; Animal Behavior and Handling	FEMA IS-10 and IS 11; Human First Aid; Human CPR; Pet First Aid; Animal Behavior and Handling	FEMA IS-10 and IS-11; Human First Aid; Human CPR; Pet First Aid; Animal Behavior and Handling	FEMA IS-10 and IS-11; Human First Aid; Human CPR; Pet First Aid; Animal Behavior and Handling
Equipment	Supplies	Cages; muzzles; leashes; Intake kit; tabbed collars; bowls; litter boxes; cell phone; water hose	Cages; muzzles; leashes; Intake kit; tabbed collars; bowls; litter boxes; cell phone; water hose	Cages; muzzles; leashes; Intake kit; tabbed collars; bowls; litter boxes; cell phone; water hose	Cages; muzzles; leashes; Intake kit; tabbed collars; bowls; litter boxes; cell phone; water hose
Equipment		Ventilated Semi-tractor trailer	Ventilated 30-ft trailer	Ventilated 20-ft trailer	Air conditioned Cargo van
Supplies	Personal	Credentials; Cash; Map/GPS	Credentials; Cash; Map/GPS	Credentials; Cash; Map/GPS	Credentials; Cash; Map/GPS
Vehicles		2-4 passenger trucks for transportation of teams	2-4 passenger trucks for transportation of teams	2-4 passenger trucks for transportation of teams	2-4 passenger trucks for transportation of teams
Comments					

ATTACHMENT 18.8: SMALL ANIMAL EVACUATION AND RE-ENTRY TEAM

RESOURCE		SMALL ANIMAL EVACUATION AND RE-ENTRY TEAM			
DEFINITION		Deployed to evacuate animals, and return animals to local areas.			
CATEGORY		Animals and Agriculture Issues		**KIND**	Team
MINIUMUM CAPABILITIES		Type I	Type II	Type III	Type IV
COMPONENT	**METRIC**				
Capability	Min Deploy	3 days	3 days	3 days	Local
Capability	Max Deploy	14 days	14 days	14 days	14 days
Capability	Time to Deploy	24 hours	24 hours	24 hours	12 hours
Capability	Sustain Ops	Self-contained for 5 days	Self-contained for 5 days	Self-contained for 5 days	Local
Personnel	Team	10 Animal Care Specialists /Drivers; including Team Leader	8 Animal Care Specialists /Drivers; including Team Leader	5 Animal Care Specialists /Drivers, including Team Leader	2 Animal Care Specialists /Drivers
Personnel	Training Required	Drivers: ICS 100, 200, 700; Team Leader: ICS 300 minimum AHSC or higher: AER Qualifications and Credentials; All: Affiliated with official animal/ag. agency	Drivers: ICS 100, 200, 700; Team Leader: ICS 300 minimum AHSC or higher: AER Qualifications and Credentials; All: Affiliated with official animal/ag. agency	Drivers: ICS 100, 200, 700; Team Leader: ICS 300 minimum AHSC or higher: AER Qualifications and Credentials; All: Affiliated with official animal/ag. agency	Drivers: ICS 100, 200, 700; Team Leader: ICS 300 minimum AHSC or higher: AER Qualifications and Credentials; All: Affiliated with official animal/ag. agency
Personnel	Training Recommended	FEMA IS-10 and FEMA IS-11; Human First Aid; Human CPR; Pet First Aid; Animal Behavior and Handling	FEMA IS-10 and FEMA IS-11; Human First Aid; Human CPR; Pet First Aid; Animal Behavior and Handling	FEMA IS-10 and FEMA IS-11; Human First Aid; Human CPR; Pet First Aid; Animal Behavior and Handling	FEMA IS-10 and FEMA IS-11; Human First Aid; Human CPR; Pet First Aid; Animal Behavior and Handling
Equipment	Supplies	Cages; muzzles; leashes; Intake kit; tabbed collars; bowls; litter boxes; cell phone; water hose	Cages; muzzles; leashes; Intake kit; tabbed collars; bowls; litter boxes; cell phone; water hose	Cages; muzzles; leashes; Intake kit; tabbed collars; bowls; litter boxes; cell phone; water hose	Cages; muzzles; leashes; Intake kit; tabbed collars; bowls; litter boxes; cell phone; water hose
Equipment	Travel	Ventilated Semi-tractor trailer	Ventilated 30-ft trailer	Ventilated 20-ft trailer	Air conditioned Cargo van
Supplies	Personal	Credentials; Cash; Map/GPS	Credentials; Cash; Map/GPS	Credentials; Cash; Map/GPS	Credentials; Cash; Map/GPS
Vehicles		2-passenger semi-truck and vehicles for 8 people	2-passenger truck and 6 passenger vehicle	1 6-passenger truck team/trailer	Cargo van
Comments		Evacuation and re-entry teams are used to evacuate animals from areas designated by emergency management personnel. The teams will identify, track, and transport animals. Teams will also re-unify animals with their owners once returned to the local area. Teams will coordinate activities with incident command and sheltering teams.			

ATTACHMENT 18.9: LARGE ANIMAL TRANSPORT, EVACUATION AND RE-ENTRY

RESOURCE		LARGE ANIMAL TRANSPORT, EVACUATION AND RE-ENTRY			
DEFINITION		Deployed to transport large animals from an impacted area.			
CATEGORY		Animals and Agriculture Issues		KIND	Team
MINIUMUM CAPABILITIES		Type I	Type II	Type III	Type IV
COMPONENT	**METRIC**				
Capability	Min Deploy	5 days	3 days	1 day	1 day
Capability	Max Deploy	14 days	14 days	14 days	14 days
Capability	Time to Deploy	24 hours	24 hours	12 hours	12 hours
Capability	Sustain Ops	Self-contained for 1 day	Self-contained for 1 day	Self-contained for 1 day	Self-contained for 1 day
Capability	Team	3 Large Animal Care and Handling Livestock and Equine Specialists (AHSL and AHSE) or higher level/ Drivers ; 1 vet on call	2 Large Animal Care and Handling Livestock and Equine Specialists (AHSL and AHSE) or higher level/ Drivers ; 1 vet on call	2 Large Animal Care and Handling Livestock and Equine Specialists (AHSL and AHSE) or higher level/ Drivers ; 1 vet on call	2 Large Animal Care and Handling Livestock and Equine Specialists (AHSL and AHSE) or higher level/ Drivers ; 1 vet on call
Personnel	Training Required	Drivers: ICS 100, 200, 700; AHSL or higher: AER Qualifications and Credentials; All: Affiliated with official animal/ag. agency	Drivers: ICS 100, 200, 700; AHSL or higher: AER Qualifications and Credentials; All: Affiliated with official animal/ag. agency	Drivers: ICS 100, 200, 700; AHSL or higher: AER Qualifications and Credentials; All: Affiliated with official animal/ag. agency	Drivers: ICS 100, 200, 700; AHSL or higher: AER Qualifications and Credentials; All: Affiliated with official animal/ag. agency
Personnel	Training Recommended	FEMA IS-10, IS-11, and IS-111; Human First Aid; Human CPR; Animal Behavior and Handling	FEMA IS-10, IS-11, and IS-111; Human First Aid; Human CPR; Animal Behavior and Handling	FEMA IS-10, IS-11, and IS-111; Human First Aid; Human CPR; Animal Behavior and Handling	FEMA IS-10, IS-11, and IS-111; Human First Aid; Human CPR; Animal Behavior and Handling
Equipment	Supplies	Halters; lead ropes; lariat ropes; credentials, map/GPS; animal and human first aid kits	Halters; lead ropes; lariat ropes; credentials, map/GPS; animal and human first aid kits	Halters; lead ropes; lariat ropes; credentials, map/GPS; animal and human first aid kits	Halters; lead ropes; lariat ropes; credentials, map/GPS; animal and human first aid kits
Equipment	Recommended Handling	cattle panels; squeeze chute	cattle panels; squeeze chute	cattle panels; squeeze chute	cattle panels; squeeze chute
Equipment	Trailers	Semi-tractor trailer	24-ft livestock trailer	16-ft livestock trailer	2-horse trailer

ATTACHMENT 18.10: ANIMAL SHELTER TEAM

RESOURCE	ANIMAL SHELTER TEAM			
DEFINITION	A team proficient in animal handling, animal care, and animal shelter management that oversees the setup, operations, and staffing of temporary animal shelters.			
CATEGORY	Animals and Agriculture Issues		KIND	Team
MINIMUM CAPABILITIES				
COMPONENT	METRIC	TYPE I	TYPE II	TYPE III	TYPE IV
Capability	Shelter Capacity	500 capacity animal shelter	300 capacity animal shelter	100 capacity animal shelter	100 capacity animal shelter
Capability	Time to Deploy	24 hours	24 hours	24 hours	12 hours
Capability	Min Deploy	5 days	3 days	3 days	3 days
Capability	Max Deploy	14 days	14 days	14 days	14 days
Capability	Sustain Ops	Self-contained up to 5 days	Self-contained up to 5 days	Self-contained up to 5 days	Local
Personnel	Shelter Manager	1	1	1	1
Personnel	Ops Team Leader	1	1	1	No
Personnel	Doc/Admin Specialist	2	1	1	1
Personnel	Animal Care / Handling Specialist	49, incl. supervisory personnel	20, incl. supervisory personnel	4	8
Personnel	Logistics Specialist	1	1	1	Optional
Personnel	Safety Officer	1	1	Optional	Optional
Personnel	Experience	Has organized and supervised shelter ops in federally and/or non-federally declared disasters.	Has organized and supervised shelter ops in federally and/or non-federally declared disasters.	Training and/or experience in section for non-federally declared disaster situations in home state.	Training and/or experience in shelter management during disaster situations in home state.
Personnel	Required Training	Animal Care and Handling or higher AER Qualifications and Credentials; Affiliation with official animal/ag. agency; Shelter Manager: ICS 100 - 300, IS 700;	Animal Care and Handling or higher AER Qualifications and Credentials; Affiliation with official animal /ag. agency; Shelter Manager: ICS 100 - 300, IS 700;	Animal Care and Handling or higher AER Qualifications and Credentials; Affiliation with official animal /ag. agency; Shelter Manager: ICS 100 - 300, IS 700;	Animal Care and Handling or higher AER Qualifications and Credentials; Affiliation with official animal /ag. agency; Shelter Manager: ICS 100 - 300, IS 700;
Personnel	Recommended Training	Human CPR; FEMA IS-10, IS-11, and IS-111; HAZMAT and Biosecurity Awareness; Animal Behavior and Handling; Pet First Aid	Human CPR; FEMA IS-10, IS-11, and IS-111; HAZMAT and Biosecurity Awareness; Animal Behavior and Handling; Pet First Aid	Human CPR; FEMA IS-10, IS-11, and IS-111; HAZMAT and Biosecurity Awareness; Animal Behavior and Handling; Pet First Aid	Human CPR; FEMA IS-10, IS-11, and IS-111; HAZMAT and Biosecurity Awareness; Animal Behavior and Handling; Pet First Aid
Equipment	Management Supplies	Laptop with wireless internet capabilities; Satellite/cell phone; Standardized forms used in the execution of each position function	Laptop with wireless internet capabilities; Satellite/cell phone; Standardized forms used in the execution of each position function	Laptop with wireless internet capabilities; Satellite/cell phone; Standardized forms used in the execution of each position function	Laptop with wireless internet capabilities; Satellite/cell phone; Standardized forms used in the execution of each position function
Equipment	Husbandry Supplies	500 crates, bowls, halters, lead ropes, lariat ropes, etc…	300 crates, bowls, halters, lead ropes, lariat ropes, etc…	100 crates, bowls, halters, lead ropes, lariat ropes, etc…	None

ATTACHMENT 18.11: ANIMAL TREATMENT TEAM – SMALL ANIMAL SHELTER

RESOURCE	ANIMAL TREATMENT TEAM - SMALL ANIMAL SHELTER			
DEFINITION	Provides veterinary services within temporary animal shelters for a displaced population.			
CATEGORY	Animals and Agriculture Issues		**KIND**	Team
MINIUMUM CAPABILITIES		Type I	Type II	Type III	Type IV
COMPONENT	**METRIC**				
Capability	Shelter Capacity	1,000 capacity animal shelter	500 capacity animal shelter	300 capacity animal shelter	100 capacity animal shelter
Capability	Min Deploy	5 days	3 days	3 days	3 days
Capability	Max Deploy	14 days	14 days	14 days	14 days
Capability	Time to Deploy	24 hours	24 hours	12 hours	12 hours
Capability	Sustain Ops	Self-contained for 5 days	Self-contained for 5 days	Self-contained for 5 days	Local
Personnel	Team	12 person team consisting of at least 1 behaviorist; 4 Veterinarians and 7 Animal Care and Handling Specialists or higher level	6 person team consisting of at least 1 behaviorist, 2 Veterinarians and 3 Animal Care and Handling Specialists or higher level	3 person team consisting of at least 1 Veterinarian and 2 Animal Care and Handling Specialists or higher level	2 person team consisting of at least 1 Veterinarian and 1 Animal Care and Handling Specialist or higher level
Personnel	Training Required	AER Position Qualifications and Credentials; ICS 300 for team leader; Affiliation with official animal/ag. agency	AER Position Qualifications and Credentials; ICS 300 for team leader; Affiliation with official animal/ag. agency	AER Position Qualifications and Credentials; ICS 300 for team leader; Affiliation with official animal/ag. agency	AER Position Qualifications and Credentials; ICS 300 for team leader; Affiliation with official animal/ag. agency
Personnel	Training Recommended	Human CPR; FEMA IS-10 and IS-11; HAZMAT and Biosecurity Awareness	Human CPR; FEMA IS-10 and IS-11; HAZMAT and Biosecurity Awareness	Human CPR; FEMA IS-10 and IS-11; HAZMAT and Biosecurity Awareness	Human CPR; FEMA IS-10 and IS-11; HAZMAT and Biosecurity Awareness
Equipment		Minimum: portable medical kit including a pet first aid kit; human first aid kit; stethoscope; thermometer; meds, and supplies determined by the team leader.	Minimum: portable medical kit including a pet first aid kit; human first aid kit; stethoscope; thermometer; meds, and supplies determined by the team leader.	Minimum: portable medical kit including a pet first aid kit; human first aid kit; stethoscope; thermometer; meds, and supplies determined by the team leader.	Minimum: portable medical kit including a pet first aid kit; human first aid kit; stethoscope; thermometer; meds, and supplies determined by the team leader.
Comments	A small animal treatment team is a self-equipped team proficient in the medical treatment of small animals affected by disasters. This team is designated to support small animal evacuation shelters by providing basic medical care. Animals requiring more intensive care should be referred to local veterinary practitioners. Type IV veterinary personnel are not usually deployed out of their home area.			

ATTACHMENT 18.12: ANIMAL TREATMENT TEAM – LARGE ANIMAL SHELTER

RESOURCE	ANIMAL TREATMENT TEAM - LARGE ANIMAL SHELTER			
DEFINITION	Provides veterinary services within temporary animal shelters for a displaced population.			
CATEGORY	Animals and Agriculture Issues		KIND:	Team
MINIUMUM CAPABILITIES		Type I	Type II	Type III	Type IV
COMPONENT	METRIC				
Capability	Min Deploy		3 days	3 days	
Capability	Max Deploy		14 days	14 days	
Capability	Time to Deploy		24 hours	24 hours	
Capability	Sustain Ops		Self-contained for 5 days	Self-contained for 5 days	
Personnel	Team		2 Veterinarians; 3 LA Animal Care and Handling Specialists or higher level	1 Veterinarian; 2 LA Animal Care and Handling Specialists or higher level	
Personnel	Training Required		AER Position Qualifications and Credentials; ICS 300 for team leader; Affiliation with official animal/ag. agency	AER Position Qualifications and Credentials; ICS 300 for team leader; Affiliation with official animal/ag. agency	
Personnel	Training Recommended		Human CPR; FEMA IS-10, IS-11, and IS-111; HAZMAT Awareness; Biosecurity Awareness	Human CPR; FEMA IS-10, IS-11, and IS-111; HAZMAT Awareness; Biosecurity Awareness	
Equipment	Medical		Minimum: portable medical kit that includes a pet first aid kit; human first aid kit; stethoscope; thermometer; meds, and other supplies as determined by the supervising veterinarian.	Minimum: portable medical kit that includes a pet first aid kit; human first aid kit; stethoscope; thermometer; meds, and other supplies as determined by the supervising veterinarian.	
Equipment	Handling		Halters; lead ropes; lariat ropes	Halters; lead ropes; lariat ropes	
Equipment	Recommended		cattle panels; squeeze chute	cattle panels; squeeze chute	
Comments	A large animal treatment team is a self-equipped team proficient in the medical treatment of animals affected by disasters. This team is designated to support large animal evacuation shelters by providing basic medical care. Animals requiring more intensive care should be referred to local veterinary practitioners.			

END OF DOCUMENT