

TABLE OF CONTENTS

22. ANNEX P 22-2

22.1 PURPOSE 22-2

22.2 SITUATION AND ASSUMPTIONS 22-2

 22.2.1 SITUATION 22-2

 22.2.2 ASSUMPTIONS 22-2

22.3 GENERAL PROCEDURES AND RESPONSIBILITIES 22-3

 22.3.1 SHELTER & MASS CARE ANNEX ORGANIZATIONAL CHART 22-4

22.4 PHASES OF EMERGENCY MANAGEMENT 22-5

 22.4.1 MITIGATION 22-5

 22.4.2 PREPAREDNESS 22-5

 22.4.3 RESPONSE 22-5

 22.4.4 RECOVERY 22-6

CITY OF SPRINGFIELD EMERGENCY MANAGEMENT PLAN**22. ANNEX P: Shelter & Mass Care**

- | |
|--|
| → Lead Department: Human Resources
→ Lead ICS Section: Operations |
|--|

22.1 PURPOSE

In this Annex, the City's Human Resources (HR) Department is responsible for being the intermediary between the City of Springfield and the Oregon Pacific Chapter of the American Red Cross (Red Cross) in the event of an emergency requiring shelter and mass care.

Due to the nature of their mission, the Red Cross will assume the lead in establishing shelters and mass care needs, working with other volunteer groups, Springfield School District 19, and the HR Department.

22.2 SITUATION AND ASSUMPTIONS**22.2.1 Situation**

Facilities may be needed in the City of Springfield to deal with the direct and indirect effects of a hazard.

Mass care facilities are life supporting. These are required for support from the effects of hazards such as a flood, fire, or other natural weather disasters, an explosion, or chemical spill, etc.

22.2.2 Assumptions

- Although local government has overall responsibility for managing an emergency, the Red Cross will manage and coordinate shelter/mass care operations within their capability;
- Lane Transit District will implement their own emergency plan in handling transportation for an evacuation;
- Red Cross will develop and maintain their own disaster plan;
- Other professional/volunteer organizations that normally respond to emergency/disaster situations will do so; the Red Cross has a standard agreement

with other social service agencies, such as the Salvation Army and St. Vincent de Paul;

- Assistance will be available from outside the City of Springfield through mutual aid agreements and County, State, and Federal emergency agencies;
- Experience has shown that under localized emergency conditions, a high percentage (50 percent or more) of evacuees will seek lodging with friends or relatives rather than go to established facilities;
- Essential public and private services will be continued during a mass care situation, but normal activities in some schools, recreational facilities, and churches may have to be curtailed or discontinued;
- If the threat of an evacuation is due to a visible hazard or has been discussed in the media, some spontaneous evacuation will occur prior to an implementing order; therefore, mass care operations may have to commence early in any disaster period.

22.3 GENERAL PROCEDURES AND RESPONSIBILITIES

During a disaster event, the HR Liaison will be contacted by Central Lane 9-1-1, who will instruct them to proceed to the Emergency Operations Center (EOC) located at Springfield Police, and enter the Operations room.

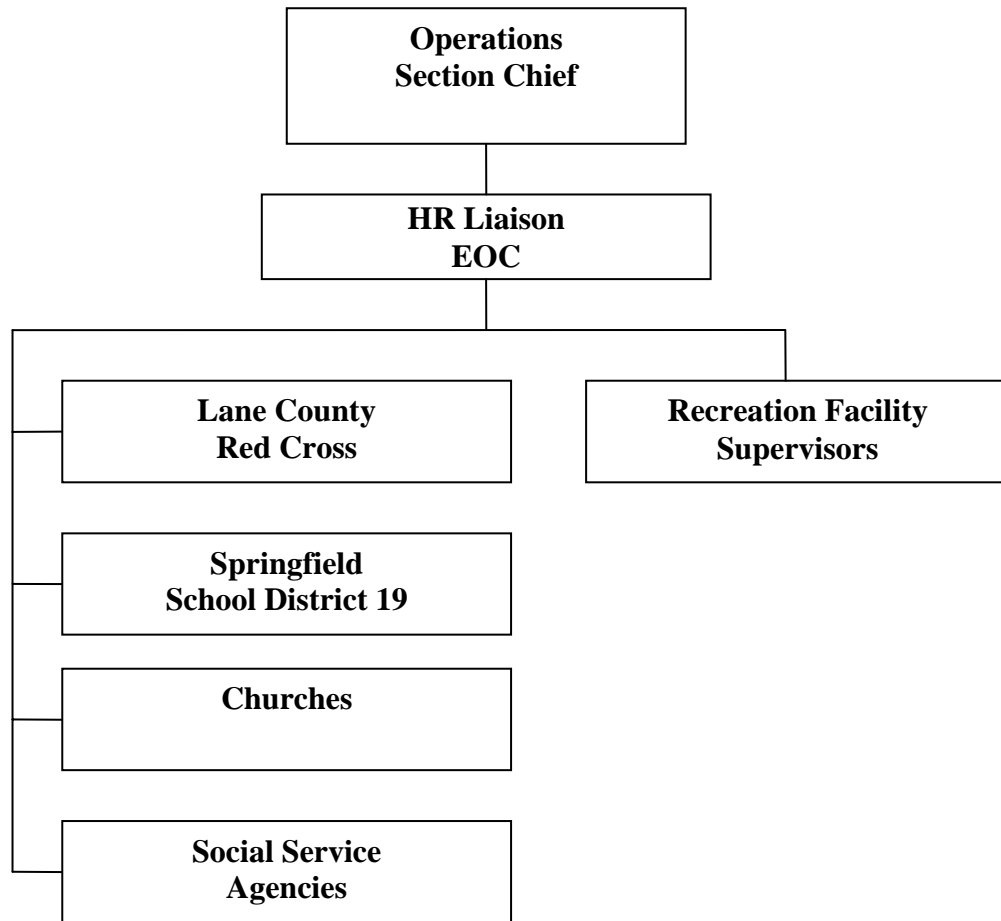
The HR liaison will wait for a request from the EMO Operations Section Chief to contact either the Red Cross, Lane Transit District, Willamalane, or general staff for assistance. All requests and subsequent action are to be noted either on a tablet or on the grease board above the work station.

The HR Department will provide the necessary resources to assist the Red Cross in an emergency situation. Various facilities (Willamalane) may be utilized as short-term (due to no showers and limited kitchen facilities) shelters, if the Red Cross deems it necessary. Willamalane Facility Supervisors will open and arrange staffing at the community centers to provide short-term shelter for disaster victims if necessary. Willamalane staff will work to assist the Red Cross in providing temporary shelter; however, the Red Cross has an agreement with School District 19 to utilize the high schools for shelters if needed.

Prior to the arrival of the National Red Cross, the Oregon Pacific Chapter of the Red Cross will manage and coordinate all shelter/mass care activities. Oregon Pacific Red Cross will continue to provide food for volunteers and victims after 3 days until additional resources are available. Oregon Pacific Red Cross also has a plan to handle donated goods, subsequent storage, and distribution of those goods.

22.3.1 Shelter & Mass Care Annex Organizational Chart

**CHAIN OF COMMAND
Shelter & Mass Care Annex
*Organizational Chart***



22.4 PHASES OF EMERGENCY MANAGEMENT

22.4.1 Mitigation

→ Departments Involved: Human Resources

- N/A

22.4.2 Preparedness

→ Departments Involved: Human Resources, Police

The HR Department will:

- Consider shelter architectural design of City facilities in terms of their use as a shelter;
- Train HR staff in how to assist American Red Cross volunteers in the operation of a shelter/mass care facility;
- HR staff will annually review responsibilities and procedures in the operation of a shelter/mass care facility; Red Cross will continue to train facility/shelter managers;
- Encourage Springfield residents to plan a home shelter facility;
- Coordinate training and communication procedures;
- Coordinate responsibilities with American Red Cross;
- City representatives will meet with Red Cross personnel on a regular basis to stay informed of disaster plans and procedures.

22.4.3 Response

→ Departments Involved: Human Resources

Position:	HR Liaison
Responsible Department/Division:	HR Director
Emergency Supervisor (title):	Operations Section Chief
Reports to (location):	EOC
Applicable ICS Section:	Operations

The HR Liaison will:

- Report to the EOC;
- Contact and brief Red Cross representative on situation;

- Contact and brief Operations Section Chief;
- Wait for instructions on need for shelter;
- Ensure names and phone numbers are available for Recreation staff, contacts with support agencies, the Oregon Pacific Chapter of the American Red Cross, Springfield School District 4J, and Bethel School District 52;
- Maintain list of all actions taken, noting time, request, and responses received;
- Maintain presence until disaster has passed, or determine need for replacement staffing;
- At direction from Incident Commander, determine necessity to open Recreation facility shelters and identify staffing needs based on information from Red Cross;
- Work with Logistics Chief to procure additional shelter supplies, if needed.

22.4.4 Recovery

→ Departments Involved: Human Resources
--

The HR Department will:

- Keep in regular contact with local chapter of Red Cross to determine continued need for community centers as shelter;
- Red Cross will decide when to deactivate shelters/mass care facilities as appropriate;
- Red Cross will assess continued human needs of victims;
- Red Cross will inform public of extended care availability;
- Red Cross will coordinate post-disaster housing need.

American Red Cross.....	22-2	Police	22-5
Annex P, Shelter & Mass Care	22-2	Preparedness	
Assumptions		Shelter & Mass Care	22-5
Shelter & Mass Care	22-2	Purpose	
Chart		Shelter & Mass Care	22-2
Shelter & Mass Care	22-4	Recovery	
Evacuation	22-3	Shelter & Mass Care	22-6
Lane Transit District (LTD).....	22-2	Red Cross.....	22-3
HR	22-2, 22-5	Response	
Liaison	22-3	Shelter & Mass Care	22-6
HR Liaison.....	22-6	School District 19	22-2
HR Services	22-2	School District 19	22-3
LTD	22-3	Situation	
LTD (Lane Transit District).....	22-2	Shelter & Mass Care	22-2
Mass Care Facilities.....	22-2	Willamalane.....	22-3
Mitigation		Community Centers	22-3
Shelter & Mass Care	22-5	Senior Centers.....	22-3