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## **Functional Annex – Shelter, Care, and Temporary Housing**

Approved (September 20, 2010)

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## 1 Introduction

This Annex to the County Emergency Operations Plan (EOP) outlines the County's plan for providing protective shelter, emergency feeding, and temporary lodging to individuals and families who do not have acute medical or other special needs and are forced to leave their homes due to an actual or impending emergency or disaster.

## 2 Situation and Assumptions

### 2.1 Situation

- The Washington County hazard identification process identifies those hazards that could cause an evacuation of some portion of the County. The most likely scenarios, which include earthquakes, flooding, dam failure, and extended power outages, could require the sheltering of anywhere from a few families to a large segment of the County's population.
- Facilities for displaced residents may be needed in Washington County for both the direct and indirect effects of a hazard.
- Washington County covers 727 square miles of urban and rural areas with a resident population of approximately 500,000.
- Washington County borders five other counties and the city of Portland with a combined population of over one million people.
- Although local government has the overall responsibility for public safety, the American Red Cross is responsible for and will manage and coordinate shelter and care operations to the extent their capability allows.
- Until such time as the American Red Cross arrives on scene, local government will manage and coordinate all shelter and mass care activities.

### 2.2 Assumptions

- Experience has shown that under localized emergency conditions, a high percentage (80% or more) of evacuees will seek lodging with friends or relatives or find shelter in commercial occupancies rather than go to established shelter facilities.
- 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, emergency shelter operations may have to commence early in any disaster period.
- The Severe Weather Shelter program coordinated by Washington County Housing Services works with local churches and other voluntary organizations to provide emergency temporary shelter during periods of extreme weather and may provide emergency temporary shelter during other emergencies.

(For further information, see the Housing Services Severe Weather Shelter Response Plan at:

[http://www.co.washington.or.us/Housing/upload/sev\\_weather\\_shelter\\_response\\_user\\_gd.pdf](http://www.co.washington.or.us/Housing/upload/sev_weather_shelter_response_user_gd.pdf).

- Other professional and volunteer organizations, which normally respond to disaster situations, will assist with managing and coordinating shelter and mass care activities.
- Assistance from outside Washington County through mutual aid agreements and from state and federal agencies will be available.
- Some disasters will cause people who live outside the County to evacuate their homes and seek shelter in Washington County.

### 3 Concept of Operations

#### 3.1 Definitions

- Disaster Welfare Information – The Disaster Welfare Information (DWI) system collects and provides information regarding individuals residing within the affected area to immediate family members outside the affected area. The system also aids in reunification of family members within the affected area.
- National Response Framework – The National Response Framework (NRF) is a guide to how the Nation conducts all-hazards incident management.
- Stafford Act – (Robert T. Stafford Disaster Relief and Emergency Assistance Act) - This Act constitutes the statutory authority for most Federal disaster response activities especially as they pertain to FEMA and FEMA programs.

#### 3.2 General

- Local government has a duty to act to protect the safety and welfare of people in Washington County.
- The State of Oregon is responsible for supporting Washington County when local resources are overwhelmed. Access to state assistance is initiated through a local and state declaration of emergency.
- The federal government [Federal Emergency Management Authority, (FEMA) Housing and Urban Development (HUD), etc.] may provide shelter and care assistance to local and state authorities when their resources are overwhelmed and a Presidential disaster declaration is obtained.
- FEMA may provide disaster housing resources in the form of manufactured homes. If these resources are provided, receipt, staging, and dissemination of these will be coordinated through the county EOC and in concert with city EOCs and private industry. These resources will be transported by FEMA to

the county and staged at one or more locations based on condition and availability of pre-determined sites at the time of the event. Potential sites to be used for this purpose are identified in Tab 3 of this Annex.

- As delegated by FEMA, the American Red Cross will provide staff, supplies, and shelters as disaster conditions dictate and resources allow, in accordance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), and the National Response Framework.
- The American Red Cross has agreements in place for use of specific shelters that can be activated by calling the local American Red Cross chapter. These shelters may be utilized for specific events associated with Washington County as well as housing evacuees from neighboring counties should the need arise. A listing of facilities with American Red Cross shelter agreements is contained in Tab 1 of this Annex. This list is maintained by Washington County Emergency Management and the Red Cross for security and operational reasons.
- The American Red Cross, and other private disaster assistance organizations, will provide management and support of shelters for the displaced population and care for their emergency needs by organizing shelter teams, providing services necessary to support the sheltered population, registration, or other life support assistance. Following activation of the County EOC, requests for shelters will be coordinated by the EOC's Operations Section Mass Care Group and the American Red Cross.
- Typically, the American Red Cross will send a liaison to the EOC to provide this coordination function. If American Red Cross liaisons are delayed in responding to the EOC, the EOC will make contact with the American Red Cross via phone or amateur radio and begin coordination of shelters.
- Shelter facilities will be selected based on the type and location of the emergency. Locations of emergency shelters should be provided to the public prior to (if possible) as well as during the emergency in accordance with the Emergency Public Information Annex.
- Churches and other organizations may spontaneously open shelters and/or be willing partners in managing/resourcing shelters within their own facilities.
- During periods of extreme heat or freezing temperatures, Washington County Housing Services will coordinate the Severe Weather Shelter program until the County EOC is activated. If/when the EOC is activated, the EOC will assist the Severe Weather Shelter Program Manager with program coordination.
- If the EOC or the ARC seeks to utilize the resources of the Severe Weather Shelter Response Plan system as mass care shelter sites, the EOC Mass Care Group will communicate this to the Washington County Housing Services

Severe Weather Shelter Coordinator. If Severe Weather Shelters, which are typically located in churches, are open and serving the homeless and are needed to serve the general public, the American Red Cross may contact the church shelter manager and seek to enter into an agreement with the church(es). If the church shelter manager agrees to operate under the guidelines and provisions of the American Red Cross, the shelter will transition from being part of the Severe Weather Shelter system to an American Red Cross shelter.

- Disaster victims will be encouraged to obtain housing with family or friends. To the extent possible, local government will assist and coordinate post disaster housing needs of the homeless.
- In accordance with the National Pets Evacuation and Transportation Standards Act of 2006, animal care and pet sheltering issues are mentioned in this annex but will be addressed in more detail in the Animals in Disasters Annex.
- Some types of events will cause people from outside the county to seek shelter in the County. See the Catastrophic Mass Reception Annex for details on handling this type of event.
- Community Organizations Active in Disaster (COAD) may be able to provide resources to assist with shelter and care needs. Coordination of COAD resources will be made through the EOC Operations Section.

### 3.3 Levels of Response

- Type V: Type V incidents are normal daily activities that are manageable by department/agency field resources without the need for higher-level coordination, such as responding to calls for service regarding injured persons and traffic accidents, investigation of minor crimes, conducting traffic enforcement activities, and enforcing food sanitation rules. Type V incidents are not addressed in this plan.
- Type IV: Type IV incidents are those that are larger in scope and magnitude than those typically occurring on a day-to-day basis but are still manageable by department/agency field resources without the need for higher-level coordination. These incidents have a fairly small impact, where only temporary shelter is needed, and do not require activation of an EOC. In an event of this type, first responders work with Washington County Consolidated Communications Agency to notify the American Red Cross; and the American Red Cross coordinates temporary shelter through vouchers for hotels. In some cases, first responders use buses or other facilities for temporary sheltering.
  - If the incident is weather related, activation of the Severe Weather Shelter program, coordinated by Washington County Housing Services may be appropriate.

- Type III: Type III incidents generally have:
  - Scattered but minor impacts throughout the County, or,
  - More severe impacts, but limited to a relatively small area.

These impacts may necessitate the opening of one or two shelters. First responders, local agencies, or local EOCs (if activated), work through the County EOC (if activated) or County Emergency Management to coordinate shelter activation. The American Red Cross selects and opens available pre-identified shelters near the impacted areas and sends a liaison to the County EOC, if activated. The Mass Care Group will be staffed in the EOC Operations Section if mass care is required.

- Type II: Type II incidents are typically large in scale and scope with widespread impact in the county or region with many people displaced. Type II incidents will generally result in a county or state disaster declaration, and may result in a Presidential disaster declaration. Activation of the County EOC is necessary, numerous shelters are needed, and the American Red Cross resources are exhausted, or nearly so. Additional shelter capacity or staff may be required. In an incident of this type, city EOCs work through the County EOC for shelter needs/coordination, an American Red Cross liaison is assigned to work in the County EOC and the Mass Care Group is activated in the Operations Section of the County EOC. Outside assistance is needed for extended operations.
- Type I: Type I incidents are the most complex, having widespread catastrophic impacts to the region and will result in a Presidential disaster declaration. Outside resources are required. In a Type I incident, the local American Red Cross resources are unable to activate and/or staff sufficient pre-identified shelters. Activation of the County EOC is required and local government must act to augment American Red Cross efforts or assume responsibility with American Red Cross assistance. The Mass Care Group will be activated in the Operations Section of the County EOC. Mass sheltering and feeding facilities are required, and regional, statewide and federal coordination is required.

### 3.4 Shelter and Care Functions

- Emergency Shelter includes the identification, inspection, and equipping of facilities for the temporary lodging of residents forced from their homes by an emergency or disaster.
  - American Red Cross Shelters
    - The American Red Cross will identify, inspect, and equip/supply American Red Cross shelters within Washington County.

- An American Red Cross liaison will coordinate with the Mass Care Group at the EOC or remotely, if unable to physically respond to the EOC.
  - The Red Cross policy has been to identify American Disability Association (ADA) accessible facilities to be used as potential mass care sites during a disaster. When an event occurs, the ADA accessible facilities are the primary go to facilities.
  - Agreements for use of some facilities have been obtained by the American Red Cross. The Emergency Management Office or, if the County EOC is activated, the Logistics Section of the EOC will obtain permission from owners to use other facilities as required.
  - Washington County will activate the EOC to provide resource coordination and contacts with state and federal agencies for additional resources.
  - County and other local agencies will work with the American Red Cross to ensure identified shelters meet applicable codes.
- Non-American Red Cross Shelters (spontaneous, church-based, and/or Severe Weather Shelter program)
    - The County EOC will identify any non-American Red Cross shelters and determine who is running them, the number and type of population served, and methods for gathering/consolidating community needs assessment information. If the American Red Cross liaison and the EOC determine that some of these shelters should be converted to American Red Cross shelters, the American Red Cross shelters liaison may contact non- American Red Cross shelters shelter managers. If the shelter manager agrees to American Red Cross shelters guidelines and provisions, the shelter manager and the American Red Cross shelters will sign an agreement, and the shelter will transition to become an American Red Cross shelters shelter at the date and time specified in that agreement.
    - The EOC will coordinate inspection of non-American Red Cross shelters and provide assistance for resourcing as necessary.
- Mass Care includes the registration of evacuees and the opening and management of temporary shelter and feeding facilities.
    - Registration –

- The American Red Cross conducts registration at American Red Cross shelters. Red Cross encourages evacuees to register with Safe and Well via phone or via a website for Disaster Welfare Information (DWI) for the public. The American Red Cross generally will not share personal information provided by their clients with others without a written release from the client. In some circumstances, disclosure could be required by law or the American Red Cross could determine that disclosure would protect the health or well-being of its clients, others, or the community. To release client information to law enforcement officials the Red Cross must receive a valid subpoena, court order, or warrant for the client information. If the request is not one of these documents it must come on official letterhead of the requesting law enforcement agency and the request must address an imminent threat to the health or safety of a client or another person in the community. When the Red Cross receives the written request they will review it and make a determination in accordance with their organizational policies to release the information.
- Non-Red Cross Shelters – The EOC will request shelter managers capture basic information when registering shelter residents such as identifying information and address at the time of the disaster as well as any medical or other functional needs.
- Feeding Facilities
  - Local governments will coordinate public feeding operations with the American Red Cross and other mass care providers.
  - The American Red Cross conducts feeding operations during a disaster. This may be done in conjunction with or independently of the shelter operation.
  - When the need for feeding becomes larger than the capabilities of the American Red Cross or other local resources, the County will seek assistance from the State.
- Security – Law enforcement will inspect shelter facilities for security concerns and will provide security as needed and as resources permit. Private security may be contracted to provide security if law enforcement is unavailable. The EOC will look at other options for security, if necessary, including the use of National Guard resources.
- Sanitation – Both prior to and during shelter activations, Washington County Environmental Health will inspect shelter facilities for health hazards.

- Communications – Communications links will be established between the mass care facilities and the County EOC. Amateur radio resources are primarily tasked with this function; however law enforcement resources may be utilized should the need arise and resources permit.
- Mental Health Services – The American Red Cross will provide mental health services at shelters based on availability. Pursuant to the Mental Health Annex, the county will coordinate additional private, state, and federal mental health resources with the American Red Cross.
- First Aid – The American Red Cross will provide basic first aid at shelters.
- Pets – Shelters for pets and livestock will be provided by Washington County Animal Services, with assistance from the Oregon Humane Society, the Oregon State University Extension Service, and local veterinary and volunteer animal care organizations. The American Red Cross does not allow pets in shelters with limited exceptions for animals trained to provide assistance to people with disabilities.

Sheltering Persons with Functional Needs – Functional needs refers to populations that under usual circumstances are able to function on their own or with other support systems and is consistent with the definition of “special needs populations” as it appears in the NRF. Triage of evacuees will take place at the County EOC and/or at the time of registration within a shelter as to the most appropriate shelter environment for them based on the following guidelines:

Level	Description	Assignment
1	Persons who are independent and capable of self care requiring only minimal support for minor illnesses and injuries.  <i>Examples: Well, able-bodied; sprains, strains, cuts, abrasions; colds; taking medication for stable acute or chronic conditions such as arthritis; pregnant women up to 40+ weeks who have no complications.</i>	Congregate shelter
2	Persons with conditions requiring observation or minor supportive assistance in activities of daily living. Independent, with some family/caretaker support.  <i>Examples: Requires use of wheelchair or assistive device but can transfer; stable diabetics (insulin or diet controlled); currently stable but on medication for stable cardiac or respiratory conditions; impaired hearing or vision; mental health disorders, hypertension, renal problems.</i>	Congregate shelter

Level	Description	Assignment
3	<p>Persons with conditions requiring some level of privacy or separation but not skilled or continuous health care support from facility staff.</p> <p><i>Examples: Persons on chemotherapy or radiation; people with drug-controlled TB; those with moderate Alzheimer's or dementia, those requiring assistance from family member/caretaker in activities of daily living and who are accompanied by that person ; those with portable O2 in use.</i></p>	Congregate shelter if adequate staff and privacy present (separate room or wing in shelter). If not present, designated care facility.
4	<p>Persons requiring frequent or continuous surveillance for potentially life-threatening conditions or requiring bedding or bathroom facilities not available in the shelter.</p> <p><i>Examples: Incontinent persons or those requiring assistance with toileting; those with limited mobility who cannot sleep on a cot or transfer; brittle diabetics or epileptics; ventilator dependent persons; those with severe dementia or psychiatric conditions; kidney dialysis patients; women with complicated pregnancies.</i></p>	Designated care facility for supportive care.
5	<p>Persons requiring skilled care, continuous observation, or special equipment and services usually found in a hospital.</p> <p><i>Examples: Those needing IV feeding or medication; those completely bedfast requiring total care, uncontrolled chronic or acute physical or mental conditions; women in active labor; those with significant injuries, difficulty breathing, or prolonged pain.</i></p>	Emergency room or hospital. Designated care facility of a hospital where swift transfer can occur if needed.

### 3.5 Temporary Housing Functions

Temporary Housing means longer duration shelter for disaster victims and includes unoccupied, available public or federally owned housing, rental properties, mobile homes or other readily available fabricated dwellings.

- Application/Registration – The County EOC Operations Section, Mass Care Group will facilitate the application and registration process for temporary housing needs with the American Red Cross, other community organizations, and FEMA (following a Presidential declaration).

If the need is associated with a major federal disaster declaration involving evacuation, FEMA will immediately evaluate the scale and projected duration of the evacuation and implement a shelter registration protocol pursuant to the National Response Framework (NRF). See also FEMA Recovery Strategy RS-2006-1.

- Facility Identification – Washington County Housing Services will coordinate with the U.S. Department of Housing and Urban Development (HUD) to identify facilities to be used for temporary shelter.
  - HUD working through the Portland Field Office will assess housing needs and available resources through contact with the executive directors of housing authorities in the region, to include the Housing Authority of Washington County which manages the operations of the Washington County Department of Housing Services.
  - Non-impacted housing authorities will be contacted to identify jurisdictional housing resources that may be accessed by the county.
  - HUD will provide governance over federal resources and facilitate any federal requirements.
  - Washington County Housing Services will be responsible for identifying participants and directing participants to available resources.
  - Once identified participants have been referred to available resources outside Washington County, the receiving jurisdiction will be responsible for providing housing to the assigned participants.
- Assistance Centers will be established by FEMA near shelter sites to assess family needs and to direct participants to appropriate resources.
- Use of federal resources requires local, state, and presidential declarations of emergency. The declarations will be coordinated through the County EOC and the State Emergency Coordination Center (ECC) as described in the Legal Annex to the EOP.

### **3.6 Overarching Functions**

Public Information – The Public Information Officer (EOC) will facilitate dissemination of information to the public on the location of mass care facilities, on types and availability of assistance programs (e.g. temporary housing), and on how to access the DWI system.

### **3.7 Phases of Management**

#### **3.7.1 Response**

- When activated, the County EOC will coordinate with the Shelter Officer for shelter operations under this Annex, which may include the Severe Weather Shelter program.
- The County EOC will coordinate with the American Red Cross liaison to identify shelters to be opened and will publicize the shelter locations.

- The County EOC will assist the American Red Cross in identifying distribution sources for food and clothing.
- The County EOC will assist the American Red Cross in maintaining communications between shelters and the EOC.
- The County EOC will coordinate the provision of information for victims needing additional services. Law enforcement will provide security for shelter operations as resources permit.
- Washington County Environmental Health will inspect shelter operations to ensure proper sanitation.
- The American Red Cross will provide mental health resources at Red Cross shelters as resources allow. Washington County Mental Health will coordinate with the American Red Cross to identify additional private, state, and federal mental health resources as needed.
- If American Red Cross and/or local capabilities are exceeded, Washington County will seek assistance from state and federal resources.

### **3.7.2 Recovery**

- The Washington County EOC will coordinate the demobilization of shelters and mass care facilities as the situation dictates.
- The Washington County EOC will inform the public of extended care availability.
- Washington County Housing Services will work with private landlords to identify replacement housing capacity.
- Washington County Housing Services will coordinate with HUD for establishment of temporary replacement housing as needed.

### **3.8 Inquiries**

The American Red Cross will establish a DWI system to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. The DWI system uses information provided by self-identifying evacuees and posts that information on a national website that may be accessed by friends and relatives outside the area (<https://disastersafe.redcross.org>).

### **3.9 Communications**

- For ARC shelters, communication will go through the ARC Disaster Recovery Officer Headquarters Shelter Support Unit. Direct communication from the EOC to ARC shelters will only occur when a significant life safety emergency has occurred.

- The primary communications link between non-ARC shelter facilities and the County EOC will be telephone. If telephones cannot be used or are overloaded, amateur radio and/or law enforcement personnel will provide radio assistance as resources permit. Shelter managers for non-ARC shelters will monitor prescribed communication sources (public and government) for guidance and announcements.

### **3.10 Implementation**

- Provisions of this annex concerning mass care will be implemented as soon as a need for temporary shelter or feeding arises. While a coordinated Washington County/American Red Cross decision is desirable, the American Red Cross may independently activate its operations. The American Red Cross will immediately inform the Shelter Officer (Director of Housing Services) and Emergency Management Office of any such activation.
- Communication will be established with appropriate agencies. In the event of an evacuation, essential personnel, including volunteers, will be alerted. Pre-positioned material resources (cots, blankets, food, etc.) will be made ready.
- Once an evacuation decision has been made, preparations will begin to receive evacuees at selected facilities. It may be necessary to move evacuees to a temporary assembly area until the shelters are fully operational.

## **4 Organization and Assignment of Responsibilities**

### **4.1 General**

Ultimate responsibility for coordinating the care of evacuees and displaced disaster victims rests with the local government. The Director of Housing Services will serve as the Washington County Shelter Officer. When the County EOC is activated, the Director will delegate some authorities as identified in this annex to the Assistant Director or other person working in the EOC as the Operations Section Mass Care Group Supervisor. Services will be provided through the coordinated efforts of staff members and the American Red Cross.

### **4.2 Task Assignments**

#### **4.2.1 Policy Group**

- Prioritize needs for shelter, care, and temporary housing.
- Make decisions on strategic resource allocation.
- Make decisions on levels of security required at shelters.

#### 4.2.2 County Emergency Operation Center

- Notify the American Red Cross of a need for shelters, estimated numbers of persons affected, and evacuation routes (as determined by local law enforcement) (Operations Section).
- Coordinate shelter and mass care facility locations and operations with the American Red Cross and the Shelter Officer (Incident Command and the Operations and Planning Sections).
- Assist the American Red Cross in identifying alternate shelter and mass care facilities (Logistics Section).
- Assist the American Red Cross to ensure mass care facilities are staffed and feeding is available (Logistics Section).
- Coordinate with the American Red Cross and the Health and Human Services DOC to ensure that mental health resources adequately meet shelter needs (Operations Section).
- Track government costs associated with the operation of shelter and care facilities (Finance Section).
- Keep the public informed of mass care locations and operations (PIO).
- Coordinate the involvement of the military or Army National Guard to construct temporary replacement housing through the State ECC (Operations, Planning, and Logistics Sections).
- Coordinate the inspection of shelters with building departments and local fire agencies as necessary (Operations Section).
- Serve as coordination point for non-ARC shelter operations (Operations Section).
- Coordinate with local EOCs and private property owners for use of pre-designated sites for receipt, staging, and dissemination of FEMA manufactured homes.
- Coordinate with COAD agencies for resources (e.g. food, water, and shelter) as available.

#### 4.2.3 Sheriff's Office

- Provide security and enforce laws at unincorporated Washington County ARC shelters and mass care facilities when necessary and when resource priorities permit.
- Coordinate communications assistance to shelter and care facilities if phone service is lost and as resources are available.

- Assist the American Red Cross's Disaster Welfare Information operation by comparing welfare inquiry listings and registration listings with missing person's lists.

#### **4.2.4 Health and Human Services**

- Inspect shelter and mass care sites for health and sanitation code compliance.
- Coordinate medical assistance at mass care facilities.
- Coordinate mental health resources to meet needs identified in shelters with the American Red Cross and the County EOC.
- Animal Services set-up and staff animal shelter(s) adjacent to one or more congregate shelters.

#### **4.2.5 Housing Services Shelter Officer**

- Identify temporary replacement housing available through private landlords and pass this information to the American Red Cross and EOC Mass Care Group Supervisor.
- Assist the American Red Cross in locating replacement housing for individuals in shelters at the time shelters are to be deactivated (will assume primary responsibility for existing housing authority clients, and will provide support for other individuals).

#### **4.2.6 Land Use and Transportation**

- Inspect shelter and mass care sites for building occupancy safety including post-earthquake evaluation.

#### **4.2.7 Facilities**

- Inspect shelter and mass care sites for building occupancy safety including post-earthquake evaluation.

#### **4.2.8 American Red Cross (Through Agreement)**

- Identify facilities to be activated as American Red Cross shelters.
- Assign a shelter manager at each American Red Cross shelter.
- Staff and operate American Red Cross shelter and mass care facilities or coordinate this responsibility with the operator of the shelter facility.
- Register evacuees at American Red Cross shelters.
- Provide emergency food and drink at American Red Cross shelters and mass care sites.

- Process inquiries from concerned families outside the disaster area for people with medical emergencies or severe health problems.
- Ensure a nurse or other medical staff is on call to provide support for basic first aid in shelters.
- Provide mental health professionals for crisis counseling at American Red Cross shelter and other Red Cross sites as resources allow.

**4.2.9 City Building Departments**

- Inspect shelter and mass care sites for building occupancy safety including post-earthquake evaluation.

**4.2.10 Local Fire**

- Inspect shelter and mass care sites for fire safety.
- Train shelter personnel in fire safety and suppression.

**4.2.11 City Law Enforcement**

- Provide security and enforce laws at shelters and mass care facilities within their jurisdictions when necessary and resource priorities permit.
- Provide communication assistance to shelter and care facilities if phone service is lost and as resources are available.
- Assist the American Red Cross’s DWI Operation by comparing welfare inquiry listings and registration listings with missing person’s lists.

**4.2.12 Education Department/School Superintendent**

- Per ARC Shelter Agreement, provide personnel to coordinate with the ARC shelter manager and staff mass care facilities when school district facilities are used. Normally, the ARC discusses this in advance with school districts during pre-event site visits.
- Shelter students in school buildings when the situation warrants or when directed to do so by the appropriate authority.

**4.2.13 Hospitals**

- Provide facilities for persons requiring skilled care, continuous operation or special equipment and services as resources allow.

**4.2.14 Designated Care Facilities**

- Provide facilities for persons requiring frequent or continuous surveillance for potentially life-threatening conditions as resources allow.

#### **4.2.15 Amateur Radio Emergency Services**

- Amateur Radio Emergency Services will provide amateur radio communications in shelters as resources allow.

### **5 Direction and Control**

All activities will be coordinated through the Shelter Officer, the County EOC Mass Care Group Supervisor, and/or the American Red Cross Representative in the EOC. Shelter or lodging facility managers will be responsible for the operation of their individual facilities.

## **6 Administration and Support**

### **6.1 Records**

- The American Red Cross will maintain records of all expenses incurred for their mass care activities. The County EOC and DOC Command and General Staffs (Incident Commander and Finance Section) will ensure that adequate records of local government expenses are maintained.
- Registration Records - The American Red Cross will maintain Disaster Welfare Information records to facilitate reunion of displaced persons with family members.

### **6.2 Support**

- The status of shelter and mass care facilities will be coordinated within the County EOC.
- The County EOC will coordinate operational and logistical support for activated shelters with the American Red Cross.

## **7 Annex Development and Maintenance**

Washington County Housing Services, working in conjunction with the Emergency Management Office, will be responsible for the development and maintenance of this annex. Extensive coordination with support agencies and volunteer groups will be accomplished.

## **8 References**

- FEMA, 7/2006. Mass Sheltering and Housing Assistance, Recovery Strategy RS-2006-1
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), as amended (P.L. 93-288).
- The National Response Framework, January 2, 2008.

- National Pets Evacuation and Transportation Standards Act of 2006 (H.R. 3858-PETS).

## **9 Tabs**

- Tab 1 – American Red Cross Shelter and Care Facilities (Includes List of Emergency Shelter Support Organizations)
- Tab 2 – FEMA Recovery Strategy RS-2006-1
- Tab 3 – Potential FEMA Manufactured Home Storage Sites

**Tab 1 - American Red Cross Shelter and Care Facilities (Includes List of Emergency Shelter Support Organizations)**

[This list is maintained by Washington County Emergency Management and the American Red Cross.]

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**Tab 2 - FEMA Recovery Strategy RS-2006-1**

[ Inserted as a separate document following this page.]

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**Tab 3 – FEMA Manufactured Home Staging Sites**

- A. Vacant Lot and Building at 9134 SW Canyon Road, Beaverton, OR; Site for Lease; Call 503-221-1900
- B. Vacant Lot and Building at SW 5<sup>th</sup> and Western, Beaverton, OR; Site for Lease by Capacity Commercial Group, Nick Kucha or Allen Patterson; Call 503-326-9000
- C. Vacant Parking Lot, Corner of SW Washington Square Road and Greenburg Road, Tigard, OR
- D. Sherwood G.I. Joes Vacant Parking Lot, 16685 SW 12<sup>th</sup> St., Sherwood, OR 97140
- E. Washington County Fairgrounds, 873 NE 34th Avenue Hillsboro, OR 97124; 503- 648-1416
- F. Tualatin Hills Park and Recreation District, 15707 SW Walker Rd., Beaverton, OR 97006

Map to be inserted by county:

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