# ANNEX B-6

## CARE & SHELTER BRANCH

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1 This Annex is supplemented by a separate Red Cross Shelter Plan and appropriate procedures in Part 3 – ECC Procedures Manual.
ANNEX B-6

CARE & SHELTER BRANCH

MANAGEMENT
EOC Director
Fire/Law
EOC Deputy Director

Legal Advisor
County Counsel

Policy Advisor/Liaison
CAO

Agency Representative(s)

Safety Officers
County Safety Officer

Public Information Officer
Fire PIO

OPERATIONS
Sheriff or Fire Staff

Law & Coroner
Sheriff/Coroner

Fire, Rescue & HazMat
Fire Dept. Staff

Health & Medical
EMS
DPH
EHS
MHS

Care & Shelter
Animal Care
Human Services
Red Cross
Salvation Army

Const. & Eng
ESS, Roads

Debris Management
Waste Mgmt Staff

PLANNING/ INTELLIGENCE
Eng Svcs Mgr

LOGISTICS
Ass’t CAO, General Svcs

FINANCE/ ADMINISTRATION
Budget Director

Figure B-6-1 EOC Operations Section
1.0 PURPOSE

The Care & Shelter Branch in the EOC Operations Section coordinates the efforts of public, voluntary and nonprofit organizations to meet the shelter needs of the displaced on a mass care basis following a major emergency or disaster. This Branch also provides shelter, feeding, inquiry, reunification and disposal services for domestic animals and livestock.

Mass care includes providing:

- Emergency lodging for disaster victims in public or privately owned buildings.
- Food and clothing for persons in emergency mass care facilities.
- Food for disaster workers if normal commercial feeding facilities are not available.
- Registration and inquiry service to reunite separated families or respond to inquiries from relatives and friends outside the affected areas.

Animal care includes services for companion animals and livestock.

2.0 STAFFING

The EOC Director determines the extent to which the EOC will be activated and staffed at the time of an event. The Operations Section Chief determines the pre-designated Section Branches and the pre-assigned staff to be activated, based on the demands of the incident. If the assigned primary or alternate personnel are not available to staff a function, the Section Chief may assign available staff to perform more than one function, or the tasks assigned to that function will be the responsibility of the person next highest in the organization, in this case, the Operations Section Chief.

At maximum deployment, the Care & Shelter Branch is staffed by pre-assigned personnel from the Kern County Department of Human Services, the County Superintendent of Schools (CSOS), the American Red Cross (ARC), and the Salvation Army (SA). The Director of the Department of Human Services serves as the Care & Shelter Branch Coordinator.

3.0 DUTIES

In practice, the four entities responsible to perform this function do so in a seamless manner. Together, the Care & Shelter Branch coordinates the establishment of shelters for displaced individuals and families in all impacted cities and unincorporated areas of Kern County. And, each has the following specific and pre-assigned duties:

3.1 Kern County Department of Human Services

The Director of the Kern County Department of Human Services (KCDHS) is responsible to ensure that the County has formally designated the American Red Cross (ARC) as the local agency responsible to manage disaster shelters and to make arrangements with other private, nonprofit organizations, such as the Salvation Army (SA) to support shelter operations.

As the Care & Shelter Branch Coordinator at the time of a disaster, the Director is also responsible to:

- Activate the Care & Shelter Branch of the County's Emergency Operations Center (EOC);
- Ensure that appropriate notifications are made (e.g., pre-assigned Branch personnel, Shelter Managers and support staffs, shelter site owners/managers, etc.);
- Determine the requirements for shelter operations, including location(s) and estimated number of displaced;
- Assess pre-selected shelter sites to identify any facilities that may be inaccessible, damaged, destroyed or unavailable for other reasons; and
- Obtain and distribute the supplies, equipment, food stuffs, etc., needed to support shelter operations.

3.2 American Red Cross

The American Red Cross (ARC), a national, non-profit, volunteer-based humanitarian organization, plays a unique role in disaster preparedness and response, based on a Congressional Charter (Federal Law 36-USC-3) to provide relief for persons affected by disaster and to assist individuals to prevent, prepare for and respond to emergencies. At the State level, a Statement of Operational Relationships between the American Red Cross and the California Office of Emergency Services (OES), and a Memorandum of Understanding (MOU) between the ARC and the California Department of Social Services (CDSS) establish the operating relationships between these agencies.

The role of the ARC in day-to-day emergencies and disasters includes:

- Provide relief for persons affected by disaster, including serious hazardous materials emergencies:
  - Emergency food, clothing, and lodging
  - Supplemental medical and nursing assistance
  - Family services
  - Family welfare notification and reconnection services through Safe and well connection site.
  - Emergency Communications
  - Blood Donations
  - Distribution of Disaster Clean up supplies
- Assist local government with damage surveys, warning and protective actions (Emergency evacuation shelters, Staff shelters and shelter-in-place operations), as requested.

3.3 County Superintendent of Schools (CSOS)

The Kern County Superintendent of Schools (CSOS) coordinates with the County Department of Human Services and the ARC to pre-identify and execute agreements to use appropriate schools as shelter and feeding sites when necessary. When necessary, the CSOS also coordinates with the Logistics Section to provide school buses and drivers to assist with emergency transportation needs.

3.4 Salvation Army

The Salvation Army (SA) is an international nonprofit agency, which provides religious and social services, with programs adapted to local community needs. The SA representative to the County/OA EOC is assigned to the Care & Shelter Branch in the Operations Section and is responsible to coordinate feeding services in designated shelters in impacted cities
and unincorporated areas of Kern County, using a combination of paid staff and unpaid volunteers.

In a disaster or major emergency, the SA also has the capability to provide a range of services, based upon a request from a governmental agency, including Police, Sheriff, Fire, Emergency Dispatch (911) State or Local Office of Emergency Services (OES), or the Federal Emergency Management Agency (FEMA). The disaster-related services available from the SA in Kern County include:

- **Food Services**
  - Canteens - mobile feeding units that can provide food or hydration for small or large groups (e.g., five to 500).
  - Mobile Kitchens - larger food preparation and feeding units that can provide larger volumes and for more extended periods of time.

- **Counseling and Emotional and Spiritual Care**
  - Counsel - Trained Salvation Army Officers and staff provide counsel, Critical Incident Stress Management and, when appropriate, emotional and spiritual care counseling for victims, disaster workers and first responders.
  - Training - Captain David Ebel is a Trained Trainer for Critical Incident Stress Management (CISM) and provides that expertise in specialized training for members of fire, police, mental health, medical, health and hospital staff and others that need to be ready for individual CISM applications for peer-to-peer use.

- **Disaster Communications**
  - Salvation Army Team Emergency Radio Network (SATUREN) amateur radio communications provides a victim location and communication function to connect victims that cannot be located by loved ones with their concerned family.
  - SATUREN radio volunteers are available to provide support to ARES/RACES radio operators.

### 4.0 CONCEPT OF OPERATIONS

Because the onset of some disasters can occur with little or no warning, possible shelter and mass feeding sites have been pre-selected (Attachment 3-B-6-1 Schools with Shelter Agreements). The ARC has written Memoranda of Understanding (MOUs) with individual schools and school districts to provide shelter and feeding facilities and maintains a list of after-hours contact information for school officials. For the most part, high school sites have been chosen, since they typically have shower facilities available. The ARC also has partnerships with other Red Cross Chapters to provide mutual aid, if necessary. The County Department of Human Services, American Red Cross and the Salvation Army have worked with the Kern Leadership Alliance, an organization comprised of faith-based groups, to identify churches that could be used as shelter sites.

### 4.1 Preparedness

During this phase, emphasis is placed on preparing supporting plans, Standard Operating Procedures (SOPs), call-out lists of professional and volunteer personnel, and resource lists; agreements with potential shelter and feeding sites are executed; coordination and communications channels are established with counterpart agencies and organizations of other jurisdictions; and staff and volunteers are trained and exercised.
4.2 Initial Response

4.2.1 PRE-Impact

Most actions accomplished during the pre-impact phase are precautionary and are centered around taking appropriate countermeasures to protect people in the event the County is impacted by a slow-rising flood, a health endangering hazardous material incident, or similar emergency. If the incident is likely to require or requires mass care shelters and/or feeding facilities, the Care & Shelter Branch Coordinator reports this information to the Kern County EOC, if activated.

4.2.2 IMMEDIATE IMPACT

If the disaster occurs without warning, the Care & Shelter Branch Coordinator, in conjunction with the Red Cross staff, rapidly assesses the requirements for shelter and mass feeding and determines which of the pre-selected facilities may have become inaccessible, damaged or destroyed, and which are available for mass care; and appropriate supplies and equipment are obtained and distributed.

If telecommunications are disrupted, other means (such as amateur radio operators or person-to-person contact) is used to communicate with shelter managers and other mass care personnel, and detailed information on shelter and feeding facilities is disseminated to the public through the Kern County Public Information Officer (PIO).

4.3 Extended Operations

In the extended operations phase, some displaced persons may be moved to improved quarters, such as hotels or even to return to their homes. However, shelter, mass feeding and welfare inquiry services will continue until they are no longer required.

4.4 Post-Emergency

In the Post-Emergency Period, most of the basic needs of the population will have been provided, and, if the disaster was large, the Federal and State governments will have become heavily involved in providing financial aid to victims. Disaster Application Centers (DACs) will be set up to coordinate the delivery of these services. Local officials and private non-profit agencies still have responsibility for phasing out the mass care facilities and assisting displaced persons in obtaining temporary housing and other aid.

5.0 STATEWIDE CARE & SHELTER ORGANIZATION

The statewide Care & Shelter Organization depicted in Figure 3-B-7-2 will be activated as necessary to meet the demands of the incident. In a very large disaster, a Mass Care Services Unit Coordinator and assistants for Mass Care Centers (both local government designees) may need to be assigned.

5.1 Local & Operational Area Levels

The Director of the Kern County Department of Human Services serves as the Local Level (Cities, Special Districts) and Operational Area Level (County) Care & Shelter Branch Coordinator and is responsible for coordinating and supporting the activities of the ARC and SA in providing direct care, shelter, feeding and inquiry services and requesting assistance from the Regional Level Care & Shelter Branch Coordinator in the Inland Region EOC (REOC), if necessary.
5.2 Regional Level

The Regional Care & Shelter Branch Coordinator, a representative from the State Department of Social Services, coordinates services on a regional basis and requests support assistance from the State Level Coordinator, when necessary.

![Diagram of Statewide Care & Shelter System]

5.3 State Level

The Director of the State Department of Social Services serves as the State Director of Care & Shelter and has overall responsibility for coordinating statewide care and shelter operations and providing support to other levels, when necessary. The Statewide System is responsible to:

- Serve as the lead agency in coordinating State agency care and shelter response to support local operations.

- Provide departmental personnel and other resources to function in Disaster Application Centers (DACs) upon request of the Director of OES.

- Coordinate the capabilities of County Social Services Departments (or similar agencies)
to respond to disasters.

6.0 POLICIES AND PROCEDURES

In addition to the EOC Procedures outlined in Part 3 - EOC Manual, the County/County Care & Shelter Branch will comply with the policies and procedures listed below, as the situation dictates, and as directed by the Operations Section Chief and/or the EOC Director.

6.1 General Emergency Operations

- Kem County emergency management operations shall be organized and conducted consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

- When the Operational Area level of the Kem County EMO is activated, the County EOC Director will function as the Operational Area Manager and will have overall responsibility for coordinating the emergency operations of all local jurisdictions, including cities, special districts, and the county.

- Operational Area-wide emergency response priorities will be established by the EOC Director, according to the following:
  - Actions required to protect life safety (e.g., evacuation, medical care, shelter, etc.) will receive the highest priority for available resources.
  - Temporary restoration of facilities essential for health, safety and welfare, whether publicly or privately owned, will receive second priority for available resources (e.g., water, sanitation, power, transportation routes).
  - Addressing rehabilitation needs for temporary housing, food stamps, employment, etc. will receive third priority for available resources.

- All on-duty employees are expected to remain on duty until properly relieved. Off-duty personnel are expected to report to work consistent with this plan and department assignments.

- Employees with pre-established emergency assignments will report to a pre-designated reporting location for the assigned shift. Those without emergency assignments will report to the usual work location for the next normally scheduled shift. If unable to reach the assigned location, employees will report to the closest local jurisdiction and attempt to contact the work supervisor to report status.

- Depending on the scope of the emergency and its impact on County operations, all EOC staff may be placed on 12-hour work shifts. Normal work shifts may resume when conditions warrant.

6.2 Mutual Aid

If local resources (both public and private) are inadequate to cope with the situation, support will be requested through the appropriate OES Regional Office via the Response Inventory Management System (RIMS). If the requirement cannot be met through resources available within the counties in the region, the Regional Office will request assistance from the State OES in Sacramento. State OES will then forward the request to the State Department of Social Services for final action.
6.3 Registration and Inquiry Operations

The Red Cross has responsibility for Registration and Inquiry (Disaster Welfare Inquiry) operations. The Red Cross has trained Disaster Welfare Inquiry cadres, a system to recruit volunteer workers, and a tested program to handle mass inquiries. During most disasters, a Registration and Inquiry Center is established in the Red Cross Chapter office located near the disaster area. However, in large-scale disasters where the Red Cross has established a Headquarters for Disaster Operations, the Registration and Inquiry Center will be located there or nearby.

There is often a delay between the onset of a disaster, the time that a Registration and Inquiry Center can be set up and staffed, and the time that it takes to identify residences that may have been damaged or destroyed. A temporary moratorium on inquiries may be declared for up to 48 hours until the system becomes operational.

Communications are established between the Center and shelters, hospitals and coroners offices or morgues. Registration lists and location changes are sent to the Center daily, if possible, or more often if practical and necessary. Most inquiry and response information is sent by FAX and/or RACES Packet Radio in order to provide a written record of the communications. Although every effort is made to locate all victims, some persons whose homes may have been damaged will evacuate but not register. For this reason, records will seldom, if ever, be complete. Public information broadcasts advising people to register and to notify relatives of their location will assist inquiry operations.

6.4 Shelter Operations

- In large disasters, all suitable buildings, other than those being used for other emergency functions, may be used for sheltering.

- California State Education Code Section 40041.5 mandates that public education facilities be made available for use as shelters during emergencies. Schools are the most preferred shelter facilities since they are public facilities and can accommodate a large number of people. Churches are also appropriate, as they are usually large and often have feeding facilities on the premises.

- Arrangements should be made in advance with owners or managers of many facilities for use in large disasters and after small disasters that require a number of different sites. Arrangements should also be made during a disaster, if possible, for backup shelter sites in case the threat changes location (for example, a wind shift after a hazardous material incident).

- In large disasters, commercial lodging facilities such as motels and hotels should be reserved for the infirm who require above average comfort and conveniences.

- When possible, most of the shelter operations will be performed by personnel normally associated with the facility. In large disasters, the evacuees themselves, under the supervision of the facility manager, are expedited to assist with many, if not most, of the operations.

- Pets will not be allowed in shelters but will be cared for in animal shelters or Veterinarians' facilities.

- Only minimal health needs will be attended to in shelters. If possible, sick persons will be transferred to medical facilities.
6.5 Feeding Operations

- The Department of Human Services will be responsible for arranging, with General Services, the American Red Cross and/or the Salvation Army, for the feeding of disaster personnel and emergency service workers at disaster sites and command centers. These operations will be coordinated through the Logistic Section of the County/OA EOC.

- In most disasters, it is expected that centralized facilities will be set up for mass feeding and most of the feeding operations will be performed by personnel associated with that facility. Where possible, the owners or managers of feeding establishments will manage the mass feeding operations.

- Special diets will be provided as required.

- Arrangements will be made with 24-hour restaurants and fast food outlets to provide supplies of food initially, until mass feeding operations can be organized.

- Government-provided food will be obtained, if possible, and food supplies donated in bulk should be used to the extent possible.

7.0 SUPPORTING ORGANIZATIONS

7.1 Local Agencies

- Local Law Enforcement Agencies - Provide security at shelters and transportation as available.

- General Services - Provides equipment and supplies.

- County Personnel - Assists in the provision of personnel for mass shelter operations.

- Kern County Superintendent Of Schools - Provides facilities, transportation and support.

- RACES - Provides communications assistance at shelters.

- Department of Public Health - Provides medical and nursing services to shelters.

- Mental Health - Provides counseling services to emergency personnel, when requested, and to victims at shelters.

7.2 State Agencies

The following State agencies have the capability to provide feeding equipment and prepared food to locations throughout the state:

- Department of Corrections

- Department of Forestry

- Military Department (California National Guard)

- Department of Education

- Department of Motor Vehicles - Upon request, information to support the identification
and location of persons by the Welfare Inquiry Services may be provided.

- Department of Aging.- Assistance with welfare inquiry and arrangements for food to be delivered in the affected areas can be provided.

7.3 **Federal Agencies**

Federal support for Care & Shelter operations may be provided by those Federal agencies, such as the Department of Agriculture and the Department of Defense, whose statutory responsibilities include disaster response prior to a Presidential Declaration. Additional assistance following a Presidential Declaration will be coordinated by the Federal Emergency Management Agency (FEMA).
ATTACHMENT B-6-1

SCHOOLS WITH SHELTER AGREEMENTS

Kern High School District

1. Arvin High School
2. Bakersfield High School
3. Bakersfield Adult School/ ROC
4. “F” Street Center
5. Centennial High School
6. East Bakersfield High School
7. Foothill High School
8. Golden Valley High School
9. Highland High School
10. Kern Valley High School
11. Liberty High School
12. North High School
13. Nueva Continuation High School
14. Ridgeview High School
15. Regenberg Career Center
16. Schuetz Career Center
17. Shafter High School
18. South High School
19. Stockdale High School
20. Summit Continuation High School
21. Vista Continuation High School
22. West High School

Delano Joint Union High School District

23. Delano High School
24. Cesar E. Chavez High School

El Tejon Unified School District

25. Frazier Mountain High School
ATTACHMENT B-6-2

CARE & SHELTER BRANCH COORDINATOR

EMERGENCY ACTION CHECKLIST

Initial Response

- Report to the County EOC (or other designated reporting location), check-in and obtain briefing from the Operations Section Chief.
  - Magnitude and scope of event
  - Areas of County impacted
  - Current situation and priorities
  - Actions taken
  - Existing or anticipated problems/issues
  - Anticipated need for shelter(s), including location(s), estimated number of displaced, duration, any specific needs (e.g., specific needs populations, etc.)

- Initiate and maintain a function log and record the following:
  - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Care & Shelter Branch Coordinator, directions given, and actions taken.
  - Information to be shared with other EOC functions
  - Items that require follow-up
  - Information/data needed for recovery operations
  - Issues that involve potential liability

- Activate and brief County Superintendent of Schools (CSOS), Red Cross and Salvation Army representatives and any subordinates, as indicated.

- Estimate the number of persons that might require shelter if an evacuation is ordered.

- Confer with the CSOS and Red Cross representatives on the specific shelter(s) to be activated and who/how the recommended shelter facility(ies) will be assessed for habitability, accessibility, functioning communications, etc.

- Brief the Salvation Army representative on the number and location of shelters to be activated, the estimated number of displaced, and the duration for feeding purposes.

- Determine if sufficient supplies are available locally (county and Red Cross) for anticipated shelter needs:
  - Review locations of cots, blankets, and other shelter supplies and ensure they are out of hazardous areas.
  - Assist with delivery of resources as needed.
  - Determine emergency fuel and generator needs.

- Obtain briefing on the status of shelter sites and Disaster Welfare Inquiry (DWI) Services from Red Cross representative, and the status of feeding capabilities from Salvation Army representative. Identify any unmet needs.
Note that the Red Cross may take at least 48 hours to initiate a DWI process.

- Request any assistance needed (e.g., nurses, social workers, Mental Health counselors, translators, security, access control, traffic control, tables, chairs, etc.) from other Operations Section and/or Logistics Section functions.

- Participate in regular Section briefings and provide input to EOC Action Plan.

**Extended Operations**

- Monitor response activities and identify any potential issues that require prompt attention.

- Receive and process or refer, as appropriate, requests for shelter personnel, supplies and/or equipment, as indicated.

- Ask Operations Section Law Enforcement personnel if evacuations are being considered:
  - Determine reception and care requirements.
  - Determine appropriate shelters (avoid schools and churches as long-term shelter sites).
  - Place personnel on stand-by.
  - Monitor incidents.

- Ask Red Cross representative about coordination efforts with the County Animal Services and Agriculture Commissioner to identify needs for transportation and sheltering for domestic animals and livestock. Refer any needs to the Logistics Section, or others, as appropriate.

- Obtain regular briefings from Red Cross and Salvation Army representatives on the status of their activities and any potential needs or problems.

- Confer with EOC Law and Fire Branch Coordinators regarding when evacuated areas may be reoccupied.

- Advise Red Cross and Salvation Army representatives of the estimated time to reoccupy evacuated areas to inform Shelter Managers and identify any need for transportation for the displaced to return home.

- Communicate with CSOS, Red Cross and Salvation Army representatives regarding the closure of shelters located at schools and churches.

**Post-Emergency**

- Upon EOC deactivation, release resources and make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.

- Provide Logistics Section Supply Staff with list of supplies to be replenished.

- Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.

- Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.

- Participate in post-emergency debriefing and critique session.

- Participate in After Action Report and Corrective Action Plan meetings.

- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
ATTACHMENT B-6-3

CARE & SHELTER

HAZARD-SPECIFIC RESPONSES

This Attachment includes Emergency Action Checklists to be accomplished as appropriate in response to the events listed below. There is no significance in the order of checklist items since many actions will have to be accomplished concurrently.

B-6-3-a Response to a Major Earthquake
B-6-3-b Response to Hazardous Material Incident
B-6-3-c Response to Imminent/Actual Flooding
B-6-3-d Response to Imminent/Actual Dam Failure
## ATTACHMENT B-6-3-a

### CARE & SHELTER

### RESPONSE TO A MAJOR EARTHQUAKE

<table>
<thead>
<tr>
<th>ASSIGNED ACTION</th>
<th>RESPONSIBILITY</th>
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<tbody>
<tr>
<td>Determine which designated mass care facilities and Welfare Inquiry Centers will be needed and if they are functional.</td>
<td>Director of Human Services County Superintendent of Schools (CSOS) Red Cross</td>
</tr>
<tr>
<td>Provide alternative communications where needed to link mass care facilities, the Emergency Operations Center and other key facilities.</td>
<td>Communications RACES</td>
</tr>
<tr>
<td>Coordinate with Red Cross and other emergency welfare agencies (i.e., Salvation Army, church groups and other service organizations).</td>
<td>Director of Human Services DOC Staff</td>
</tr>
<tr>
<td>Call up augmentation staff to provide personnel for reception, medical care, shelter and feeding of evacuees; contact volunteers through local agencies.</td>
<td>Director of Human Services DOC Staff Red Cross</td>
</tr>
<tr>
<td>Evacuate and relocate any mass care facilities which become endangered by any hazardous conditions.</td>
<td>Law Enforcement</td>
</tr>
<tr>
<td>Assist in the evacuation of institutionalized persons in threatened areas.</td>
<td>Law Enforcement</td>
</tr>
<tr>
<td>Request necessary food supplies, equipment and other supplies to operate mass care facilities.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>Assist agencies with essential services and other logistical support.</td>
<td>Director of Human Services DOC Staff Red Cross</td>
</tr>
<tr>
<td>Activate Registration and Inquiry System.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>Maintain updated list of victims and their locations.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
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<tr>
<td>Coordinate with the Sheriff's Department to transport evacuees to Centers.</td>
<td>Director of Human Services  County Superintendent of Schools (CSOS)  DOC Staff  Red Cross</td>
</tr>
<tr>
<td>Record and evaluate information regarding requests, activities, expenditures, damages and casualties.</td>
<td>Director of Human Services  Shelter Managers  Red Cross</td>
</tr>
<tr>
<td>Inform the Kern County Public Information Officer of current information.</td>
<td>Director of Human Services  Red Cross</td>
</tr>
<tr>
<td>Continue to reassess needs and disaster conditions.</td>
<td>Director of Human Services  Red Cross</td>
</tr>
<tr>
<td>Assist in activating and staffing Disaster Application Centers.</td>
<td>Director of Human Services  Red Cross</td>
</tr>
<tr>
<td>Prepare, in cooperation with other departments and jurisdictions, summary reports as needed for transmission to State OES.</td>
<td>Director of Human Services  Red Cross</td>
</tr>
<tr>
<td>Request assistance from the OES Regional Care &amp; Shelter Coordinator.</td>
<td>Director of Human Services</td>
</tr>
</tbody>
</table>
## ATTACHMENT B-6-3-b

### CARE & SHELTER

**RESPONSE TO HAZARDOUS MATERIAL INCIDENT**

<table>
<thead>
<tr>
<th>ASSIGNED ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine which designated mass care facilities will be needed and if they are functional.</td>
<td>Director of Human Services County Superintendent of Schools (CSOS) Red Cross</td>
</tr>
<tr>
<td>Coordinate with Red Cross and other emergency welfare agencies (i.e., Salvation Army, church groups and other service agencies).</td>
<td>Director of Human Services Red Cross DOC Staff</td>
</tr>
<tr>
<td>Call up augmentation staff to provide personnel for reception, medical care, shelter and feeding of evacuees, and sanitation.</td>
<td>Director of Human Services Red Cross DOC Staff</td>
</tr>
<tr>
<td>If evacuation is ordered, activate mass care facilities in low risk areas.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>Evacuate and relocate any mass care facilities which become endangered by any hazardous conditions.</td>
<td>Law Enforcement</td>
</tr>
<tr>
<td>Assist in the evacuation of institutionalized persons in threatened areas.</td>
<td>Law Enforcement</td>
</tr>
<tr>
<td>Establish alternative communications links where needed.</td>
<td>Communications RACES</td>
</tr>
<tr>
<td>Request food supplies, equipment and other supplies needed to support mass care facilities.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>Assist agencies with essential services and other logistical support.</td>
<td>Director of Human Services Red Cross DOC Staff</td>
</tr>
<tr>
<td>Activate Registration and Inquiry System.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>Coordinate with health and medical authorities regarding handling requests for information on the effects of the incident</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>ASSIGNED ACTION</td>
<td>RESPONSIBILITY</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>Record and evaluate information regarding requests, activities, expenditures,</td>
<td>Director of Human Services</td>
</tr>
<tr>
<td>damages and casualties.</td>
<td>Shelter Managers</td>
</tr>
<tr>
<td>Keep the Kern County Public Information Officer informed of current information.</td>
<td>Director of Human Services</td>
</tr>
<tr>
<td>Continue to reassess needs and disaster conditions.</td>
<td>Red Cross</td>
</tr>
<tr>
<td>Assist in activating and staffing Disaster Assistance Centers.</td>
<td>Director of Human Services</td>
</tr>
<tr>
<td>Prepare, in cooperation with other departments and jurisdictions, summary reports</td>
<td>Red Cross</td>
</tr>
<tr>
<td>as needed for transmission to</td>
<td>State OES</td>
</tr>
<tr>
<td>Request assistance from the OES Regional Care &amp; Shelter Coordinator.</td>
<td>Director of Human Services</td>
</tr>
</tbody>
</table>
ATTACHMENT B-6-3-c

CARE & SHELTER

RESPONSE TO IMMINENT/ACTUAL FLOODING

FLOODING EXPECTED

<table>
<thead>
<tr>
<th>ASSIGNED ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine which designated mass care facilities and Welfare Inquiry Centers will be needed and if they are functional.</td>
<td>Director of Human Services County Superintendent of Schools (CSOS) Red Cross</td>
</tr>
<tr>
<td>Coordinate with Red Cross and other emergency welfare agencies (i.e., Salvation Army, church groups and other service organizations).</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>Call up augmentation staff to provide personnel for reception, medical care, shelter and feeding of evacuees.</td>
<td>Director of Human Services DOC Staff Red Cross</td>
</tr>
<tr>
<td>Request food supplies, equipment and all other supplies needed to support mass care facilities.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>If evacuation is ordered, activate mass care facilities in low risk areas.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>Activate Registration and Inquiry System.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>Inform the Kern County Public Information Officer of current information.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>Receive, shelter and care for evacuees and order needed supplies, equipment, and support services.</td>
<td>Shelter Managers Red Cross</td>
</tr>
<tr>
<td>Periodically poll mass care facilities to determine evacuee load and support requirements.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>Request assistance from the OES Regional Care &amp; Shelter Coordinator, as required.</td>
<td>Director of Human Services</td>
</tr>
</tbody>
</table>
## FLOODING OCCURS

<table>
<thead>
<tr>
<th>ASSIGNED ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete preparatory actions in Flooding Expected Checklist.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>In cooperation with the Red Cross and Salvation Army, assist with the regist-</td>
<td>Shelter Managers DOC Staff</td>
</tr>
<tr>
<td>ration of evacuees, the listing of casualties and handling welfare inquiries.</td>
<td></td>
</tr>
<tr>
<td>In coordination with the Red Cross, Salvation Army and State and Federal</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>agencies, locate and allocate emergency and temporary housing.</td>
<td>DOC Staff</td>
</tr>
<tr>
<td>Provide alternative communications where needed to link mass care facilities,</td>
<td>Communications RACES</td>
</tr>
<tr>
<td>the Emergency Operations Center and other key facilities.</td>
<td></td>
</tr>
<tr>
<td>Request food, supplies and equipment needed by mass care facilities.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>Prepare, in cooperation with other departments and jurisdictions, summary reports as needed for transmission to the State OES.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>Request assistance from the OES Regional Care &amp; Shelter Coordinator, as required.</td>
<td>Director of Human Services Red Cross</td>
</tr>
</tbody>
</table>
ATTACHMENT B-6-3-d

CARE & SHELTER

RESPONSE TO IMMINENT/ACTUAL DAM FAILURE

DAM FAILURE IMMINENT

<table>
<thead>
<tr>
<th>ASSIGNED ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine which mass care facilities and Welfare Inquiry Centers will be needed and if they are functional.</td>
<td>Director of Human Services County Superintendent of Schools (CSOS) Red Cross</td>
</tr>
<tr>
<td>Coordinate with Red Cross and other emergency welfare agencies (i.e., Salvation Army, church groups and other service organizations).</td>
<td>Director of Human Services Red Cross DOC Staff</td>
</tr>
<tr>
<td>Call up augmentation staff to provide personnel for reception, medical care, shelter and feeding of evacuees.</td>
<td>Director of Human Services Red Cross DOC Staff</td>
</tr>
<tr>
<td>Request food, equipment and other supplies needed to support mass care facilities.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>Activate mass care facilities in reception areas.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>Activate Registration and Inquiry System.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>Provide the Kern County Public Information Officer with current information.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>Receive, shelter and care for evacuees.</td>
<td>Shelter Managers Red Cross</td>
</tr>
<tr>
<td>Order needed supplies, equipment, and support services.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>Periodically poll mass care facilities to determine evacuee load and support requirements.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>Request assistance from the OES Regional Care &amp; Shelter Coordinator, as required.</td>
<td>Director of Human Services</td>
</tr>
<tr>
<td>Assigned Action</td>
<td>Responsibility</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------</td>
</tr>
<tr>
<td><strong>DAM FAILURE OCCURS</strong></td>
<td></td>
</tr>
<tr>
<td>If not already accomplished, complete preparatory actions from Dam Failure Imminent Checklist.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>In cooperation with the Red Cross and Salvation Army, assist with the registration of evacuees, the listing of casualties and handling welfare inquiries.</td>
<td>Shelter Managers DOC Staff</td>
</tr>
<tr>
<td>Determine number of evacuees who need emergency and temporary housing.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>In coordination with the Red Cross, Salvation Army and state and Federal agencies, locate and allocate emergency and temporary housing.</td>
<td>Director of Human Services Red Cross DOC Staff</td>
</tr>
<tr>
<td>Provide alternative communications links where needed.</td>
<td>Communications RACES</td>
</tr>
<tr>
<td>Provide food, supplies and equipment needed by mass care facilities.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>Prepare, in cooperation with other departments and jurisdictions, summary reports as needed for transmission to the State OES.</td>
<td>Director of Human Services Red Cross</td>
</tr>
<tr>
<td>Request assistance from the OES Regional Care &amp; Shelter Coordinator, as required.</td>
<td>Director of Human Services</td>
</tr>
</tbody>
</table>