



## ANNEX E Shelter

### I. PURPOSE

*This annex describes the processes used for implementing sheltering and mass-care operations for evacuees.*

It is the purpose of this annex to establish procedures for the sheltering of evacuees during any man-made or natural emergency situation within and/or in the surrounding area of East Baton Rouge Parish.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. East Baton Rouge Parish could experience disaster conditions that would require emergency sheltering of evacuees.
2. East Baton Rouge Parish is a "host" parish of East Feliciana, West Feliciana, Pointe Coupee and West Baton Rouge Parish evacuees should there be a general emergency at the River Bend Station Nuclear Plant. East Baton Rouge Parish is also host to the surrounding parishes in the 10 mile Emergency Planning Zone of Waterford III Nuclear Plant.
3. Disaster conditions requiring sheltering could be brought about by natural phenomena such as: hurricanes, floods, tornadoes, fires, severe winter storms, or any combination thereof.
4. Other unforeseen occurrences that could necessitate sheltering would be chemical or other hazardous materials transportation accidents, leaks and/or explosions either at a fixed site or in transit, and war-related emergencies.

#### B. Assumptions

1. Public shelters will be open, staffed, and useable during periods of emergency.
2. Not all residents will use public shelters. They will stay at home or seek shelter with relatives or friends. For hurricane evacuation, 37% of the population will seek American Red Cross designated shelters, 50% will go to a friend's house, 7% will use a hotel or motel, whereas 6% will not evacuate, according to a 1984 behavioral survey. (Reference: Hurricane Survival Study of 1984).
3. The shelter concept will reduce the number of casualties resulting from a disaster situation.



## ANNEX E Shelter

4. The Mayor's Office of Homeland Security and Emergency Preparedness (MOHSEP) have in place Memorandum of Understanding (MOU) Agreements with local, regional and statewide jurisdictions in the event of a disaster. MOU Agreements are kept on file at the Emergency Operations Center.

### III. CONCEPT OF OPERATIONS

#### A. General

1. The East Baton Rouge Parish Shelter Program is a combination of methods that can be utilized to afford the best available protection to the public.
2. All shelter locations are determined by conditions such as elevation, location of an incident to a shelter, and the best available protection from fallout.
3. When practical, public and parochial schools are used as shelters.
4. The primary mode of transportation to a shelter will be by private vehicle. Emergency transportation will be provided when necessary.
5. The local American Red Cross will operate and be responsible for shelter facilities during disasters.
6. For sudden, fast-escalating disaster situations, MOHSEP will coordinate with the American Red Cross (ARC) to open emergency shelters in designated areas.

#### B. Phases of Emergency Management

1. Prevention
  - a. MOHSEP in coordination with ARC reviews the shelter list annually.
  - b. ARC reviews / renews their memorandums of understanding with each shelter annually.
2. Mitigation
  - a. MOHSEP, in coordination with the ARC, has determined the requirements for adequate shelters, their locations, and the facilities, available for supporting evacuees.



## ANNEX E Shelter

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### 3. Preparedness

- a. Resource list for all shelter preparations are updated annually and maintained in the Emergency Handbook.
- b. Verification of shelter personnel as to name, phone number, and availability, is maintained by the ARC and personal contact is made annually.
- c. Shelter Standard Operating Guidelines (SOGs) are on file in the EOC.
- d. Shelter kits shall be stocked and annually checked by the American Red Cross. The kits are stored at the ARC Chapter at 4655 Sherwood Common Blvd. Baton Rouge, LA 70816.
- e. ARC Shelter Management Courses and GOHSEP training shall be offered to MOHSEP personnel whenever such classes are available.
- f. ARC will be responsible for accelerated training of Shelter Managers in a crisis building period.

### 4. Response

- a. At the onset of any emergency that may require sheltering; the initial alert shall include locating designated shelters as well as expedient shelters within the proximity of the incident.
- b. The EOC shall coordinate with ARC, the opening of such shelters and, at the same time, declare the best and most available routes for evacuation to the command post at the scene.
- c. The EOC shall coordinate public information announcements to the media for general distribution by the public information officer.
- d. The EOC shall maintain accurate information on open shelters, i.e., locations, capacity, current population, status, etc. This information will be provided by the ARC liaison in the EOC.

### 5. Recovery

- a. At the onset of the emergency, alert personnel to begin preparation for recovery operations.

- \* For return home
- \* For extended stay



## ANNEX E Shelter

- b. ARC will submit shelter operation records to the EOC.

### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Considerations for local government.

- \_\_\_\_ 1. Pre-disaster duties include:
- \_\_\_\_ a. Maintain designated shelter list provided by ARC.
  - \_\_\_\_ b. Establish and maintain ARC contact.
  - \_\_\_\_ c. Arrange for Social Service agencies to assist in shelter operations.

B. American Red Cross

- \_\_\_\_ 1. Staff designated shelters.
- \_\_\_\_ 2. Coordinate family support and medical services.
- \_\_\_\_ 3. Coordinate shelter use with the EOC.
- \_\_\_\_ 4. Maintain shelter log and evacuee inventory.
- \_\_\_\_ 5. Arrange for periodic shelter surveys.
- \_\_\_\_ 6. Provide food, lodging, and registration services.
- \_\_\_\_ 7. Provide evacuees with up-to-date information concerning the status of the disaster and what to expect when they leave the shelter.

C. Law Enforcement

- \_\_\_\_ 1. Provide 24 hour security at designated shelters as well as reception centers.
- \_\_\_\_ 2. Provide traffic control at shelters.
- \_\_\_\_ 3. Provide back-up communication between shelter and EOC.



## ANNEX E Shelter

### D. Emergency Medical Services

- \_\_\_\_\_ 1. Assist with emergency medical problems at shelters, including emergency transportation to area hospitals, by ambulance service.

### E. Fire Service

- \_\_\_\_\_ 1. Periodically survey shelter sights for safety and report deficiencies to MOHSEP.
- \_\_\_\_\_ 2. Assist with emergency medical problems at shelters.
- \_\_\_\_\_ 3. Provide fire suppression for shelters.
- \_\_\_\_\_ 4. Support with radiological monitoring.
- \_\_\_\_\_ 5. Identify, screen and handle evacuees exposed to hazards posed by the disaster.

### G. Military (MOHSEP may request military assistance through GOHSEP)

- \_\_\_\_\_ 1. Deliver emergency water supplies as needed.
- \_\_\_\_\_ 2. Assist with emergency transportation.

### H. Code Enforcement (Building Inspectors – DPW).

- \_\_\_\_\_ 1. Certify that all shelters are structurally sound. (This will be requested by ARC).

## V. DIRECTION AND CONTROL

All shelter activities will be coordinated through the ARC Operational Headquarters and the ARC Parish EOC liaison. Shelter Managers will be responsible for the operation of their individual shelters.

## VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are according to the SOGs or procedures established by each department.



## ANNEX E Shelter

### VII. ADMINISTRATION AND LOGISTICS

#### A. Shelter Management

Shelters will be operated in accordance with ARC shelter guidelines as delineated by the Shelter Management Training Course (ARC 3074). Training will be provided by ARC on a regular basis.

#### B. Shelter Kits

Shelter kits containing appropriate forms, handbooks, and identification have been prepared. ARC will distribute the kits to their designated locations upon activation of the shelter.

#### C. Records and Reports

Registration forms are kept in the shelter kits and are used to record information about evacuees. The Shelter Managers will report directly to the ARC Operational Headquarters then the information will be forwarded to the representative at the Parish EOC. They will then ensure current and accurate shelter information including the conditions and number of people in the shelter. This will be reported and maintained at the EOC. An event log/shelter operation records will be kept by the Shelter Manager that will be turned into the EOC.

#### D. Communications

The telephone will be the primary means of communications to shelters. Emergency Personnel staffed at the shelter will have access to 700/800 MHz radios and will be able to communicate directly with the Emergency Operations Center. Amateur radio operators will also be placed in each shelter and the EOC for communications.

#### E. Shelter Stocking

Shelters will be stocked as soon as possible upon activation. ARC will provide food and other services along with support from MOHSEP.

### VIII. PLAN DEVELOPMENT AND MAINTENANCE

MOHSEP, along with ARC, will assume the primary responsibility for this annex. All other agencies will perform their respective functions.



## **ANNEX E**

### **Shelter**

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#### **IX. APPENDICES TO ANNEX**

- 1.) Organizational Chart
- 2.) Shelter Facilities
- 3.) Guide for Shelter Managers
- 4.) Sheltering of Animals