

ANNEX E

Shelter

I. PURPOSE

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.

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, East Baton Rouge Parish Mayor's Office of Homeland Security & Emergency Preparedness (MOHSEP) will coordinate with the American Red Cross (ARC) the opening of 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. ~~East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness~~ MOHSEP, in coordination with ~~the American Red Cross~~ ARC, has determined the requirements for adequate shelters, their locations, and ~~the~~ facilities, available for supporting evacuees.

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 ~~American Red Cross~~ ARC and personal contact is made annually.

- c. Shelter Standard Operating Guidelines (SOGs) are on file in the Emergency Operations Center (EOC).
- d. Shelter kits shall be stocked and annually checked by the American Red Cross. The kits are stored at the Red Cross Chapter at 10201 Mayfair Drive, Baton Rouge, LA 70809-2563.
- e. Red Cross Shelter Management Courses and the Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP) training shall be offered to the ~~East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness~~ MOHSEP personnel whenever such classes are available.
- f. ~~The Red Cross~~ 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 coordinated with ~~the Red Cross~~ 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 ~~Red Cross~~ 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

- b. ~~The Red Cross~~ 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 ~~Red Cross~~ **ARC**.
- _____b. Establish and maintain ~~Red Cross~~ **ARC** contact.
- _____c. Arrange for social service agencies to assist in shelter operations.

B. American Red Cross

- _____1. ~~Responsible for Staffing~~ 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.

C. Law Enforcement

- _____1. Provide security at designated shelters as well as reception centers.
- _____2. Provide traffic control at shelters.
- _____3. Provide back-up communication between shelter and EOC.

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 ~~the East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness~~ **MOHSEP**.
- _____2. Assist with emergency medical problems at shelters.

____3. Provide fire suppression for shelters.

____4. Support with radiological monitoring.

G Military

____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** ~~Red Cross~~.)

V. DIRECTION AND CONTROL

All shelter activities will be coordinated through the ~~American Red Cross~~ **ARC** Operational Headquarters and the ~~American Red Cross~~ **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 Standard Operating Guidelines (**SOGs**) or Procedures established by each department.

VII. ADMINISTRATION AND LOGISTICS

A. Shelter Management

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

B. Shelter Kits

Shelter kits containing appropriate forms, handbooks, and identification have been prepared. ~~The American Red Cross~~ **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 ~~Red Cross~~ **ARC** Operational Headquarters then the information will be forwarded to **the** representative at the Parish EOC, **who will ensure** ~~ensuring~~ current and accurate shelter information including the conditions and number of people in the shelter is 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. 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. ~~The Red Cross~~ **ARC** will provide food and other services along with support from ~~the East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness.~~ **MOHSEP.**

VIII. PLAN DEVELOPMENT AND MAINTENANCE

~~The East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness,~~ **MOHSEP**, along with **ARC** ~~the Red Cross~~, will assume the primary responsibility for this annex. All other agencies will perform their respective functions.

APPENDICES TO ANNEX E:

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