Avoiding Total Disaster: The Law and Emergencies

Disaster Preparedness Training for Local Government Legal Advisors

Playbook; During A Crisis Parts 4-10

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COUNTY COUNSELS' ASSOCIATION

LEAGUE OF CALIFORNIA CITIES

Avoiding Total Disaster: The Law and Emergencies

Disaster Preparedness Training for Local Government Legal Advisors

Introduction

Enclosed you will find over 150 documents — including draft resolutions, draft ordinances, and draft contracts — that city attorneys and county counsels can use when they encounter a disaster. This playbook is organized by topic and has been separated into 15 parts for ease of use.

The committee of attorneys who compiled the playbook suggest that you print the playbook as three binders; one binder for items you need before a disaster strikes (Parts 1 through 3), one binder for items you use during the "crisis" part of the event (Parts 4 through 10), and one binder for items needed after the immediate crisis has ceased (Parts 11 through 15). It is recommended that the "crisis" binder be printed in hard copy and kept somewhere that is easily accessible during an emergency.

You may want to have some documents in their original Word format for ease of use. County Counsels' Association members can contact (916) 327-7535 and League of California Cities members can contact (916) 658-8200 to request a Word copy, where available.

These materials are not offered as or intended to be legal advice. Readers are advised to seek the advice of an attorney when confronted with legal issues. Attorneys are advised to perform an independent evaluation of the issues raised in these materials.

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Acknowledgements

The Avoiding Total Disaster Playbook was designed to serve as a companion guide to the Avoiding Total Disaster conference held June 24, 2019 in Sacramento, CA, hosted by the County Counsels' Association of California and the League of California Cities, giving municipal lawyers a playbook they could turn to in a disaster or emergency scenario. Members of the planning committee for the conference recruited and compiled the documents found in the playbook, dividing them into three distinct volumes; before a crisis, during an emergency, and after a disaster.

We would like to acknowledge the following people, whose expertise in a wide range of specialties and experience in local government made this book possible.

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Avoiding Total Disaster: The Law and Emergencies

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Disaster and Emergency Playbook

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Playbook Part 4

Disaster/Emergency Proclamations and Declarations

PROCLAMATION OF THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Section _____ of the [City or County] Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the [City or County] is affected or likely to be affected by a public calamity and the [City Council or Board of Supervisors] is not in session; and,

WHEREAS, the [City Manager or County Executive Officer], as Director of Emergency Services of the [City or County] does hereby find that:

1. Conditions of extreme peril to the safety of persons and property have arisen within the [City or County] caused by _____ _____ (fire, flood, storm, epidemic, riot, earthquake, or other cause) commencing on or about ____ _.m. on the ____ of _____, 20__.

2. That the [City Council or Board of Supervisors] of the [City or County] is not in session and cannot immediately be called into session.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED, that a local emergency now exists throughout the [City or County].

BE IT FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency, the powers, functions, and duties of the emergency organization of this [City or County] shall be those prescribed by state law, Ordinances, and Resolutions of this [City or County] and by the [City or County] Emergency Plan.

_____ _____
Date and Time Director of Emergency Services

APPROVED AS TO FORM:

_____
[City Attorney or County Counsel] Date

PROCLAMATION OF A LOCAL EMERGENCY

FOR THE [CITY OR COUNTY], STATE OF CALIFORNIA

WHEREAS, [City or County] Ordinance No. ___ empowers the Director of Emergency Services to proclaim the existence of a Local Emergency when the [City Council or County Board of Supervisors] is not in session, and

WHEREAS, the Director of Emergency Services finds:

(1) That at the time of this proclamation the [City Council or County Board of Supervisors] is not is session;

(2) That conditions of extreme peril to the safety of persons and property have arisen within the [City or County] caused by _____

_____; and

(3) That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of a Local Emergency; now, therefore,

IT IS HEREBY PROCLAIMED that a Local Emergency exists throughout the [City or County], commencing on or about _____ ___ .m. of the _____ day of _____, and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said Local Emergency, the powers, functions and duties of the Director of Emergency Services shall be those prescribed by state law and the ordinances, resolutions, and approved plan of the [City or County] in order to mitigate the effects of said Local Emergency, and

IT IS FURTHER PROCLAIMED AND ORDERED that said Local Emergency shall be deemed to continue to exist for the next seven (7) days, and hereafter by ratification of the [City Council or County Board of Supervisors], until its termination is proclaimed by the [City Council or County Board of Supervisors] of the [City or County].

Dated: _____

_____
Director of Emergency Services
[City Council or County Board
of Supervisors]

PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY AND RENDERING CERTAIN EMERGENCY ORDERS

WHEREAS, Pursuant to California Government Code Section 8642 and 54956.5 an emergency meeting of the [City Council or Board of Supervisors] (herein "[CITY COUNCIL OR BOARD OF SUPERVISORS]") was called by with hour telephonic notice to the [Council or Board] members* and said meeting was held at ____ _.m. on _____ __, 20__ to proclaim the existence, or threatened existence of, a Local Emergency and to render certain necessary orders or regulations; and,

WHEREAS, California Government Code Section 8630 empowers the [City Council or Board of Supervisors] ("[CITY COUNCIL or BOARD OF SUPERVISORS]") to proclaim the existence or threatened existence of a Local Emergency when [City or County] is affected or likely to be affected by a public calamity; Government Code Section 8634 empowers the [CITY COUNCIL or BOARD OF SUPERVISORS] to promulgate orders and regulations to provide for the protection of life and property; and,

WHEREAS, Pursuant to Chapter _____ of the [City or County] of _____'s Municipal Code, the Director of Emergency Services has requested the [CITY COUNCIL or BOARD OF SUPERVISORS] proclaim the existence of a Local Emergency; and,

WHEREAS, The [CITY COUNCIL or BOARD OF SUPERVISORS] does hereby find that conditions of extreme peril and a crippling disaster which severely impairs the safety of persons and/or property have arisen within the [CITY or COUNTY] caused by, said cause commencing on or about _____ __.m. on _____ , 20___; and,

WHEREAS, The aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a Local Emergency.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the [City Council or Board of Supervisors] of the [City or County] of _____ that:

1. The Proclamation of a Local Emergency made on _____, 20___ by the Director of Emergency Services is hereby confirmed and a Local Emergency now exists throughout the [City or County] of _____, California;

2. During the existence of this Local Emergency, the powers, functions and duties of the Director of Emergency Services (being), and the emergency organization of the [City or County] of _____ shall be those prescribed by state law, by the existing ordinances and resolutions of the [City or County] of _____, as well as this resolution and any subsequent emergency orders of the [CITY COUNCIL or BOARD OF SUPERVISORS];

3. A request for Mutual Aid for _____ is authorized and shall be made to _____ _____ _____;

4. That during this Local Emergency a [City or County] wide curfew for all non-authorized persons for the hours from _____ p.m. to ____ a.m. is imposed [those exempted "authorized persons" being all law enforcement, City, County, State, utility repair, emergency service providers and fire fighting personal, as well as;

5. The normal [City or County] of _____ goods and service procurement requests and purchase practices and ordinances are stayed during this period of emergency;

6. The following emergency orders and/or regulations are hereby imposed:

7. The content of this Resolution shall be given widespread publicity and notice as is reasonable and feasible under these circumstances; and,

8. This Local Emergency shall continue until it is terminated by proclamation of the [CITY COUNCIL or BOARD OF SUPERVISORS]. Pursuant to Section 8630 of the Government

Code, the [CITY COUNCIL or BOARD OF SUPERVISORS] shall proclaim the termination of a local emergency at the earliest possible date that conditions warrant. The need for continuing this local emergency shall be reviewed within 60 days by the [CITY COUNCIL or BOARD OF SUPERVISORS].

PASSED AND ADOPTED this ____ day of _____, 20__.

_____
[Mayor or Chair of the Board of Supervisors]

ATTEST:

_____
[City Clerk or Clerk of the Board of Supervisors]

APPROVED AS TO FORM

BY: _____
[City Attorney or County Counsel]

* Each local newspaper of general circulation [and any radio or television station, which has requested notice of special meetings pursuant to Section 54956, was notified by the _____ one hour prior to this emergency meeting, by telephone.

[OR]
* In that telephone services are not functioning, the notice requirements of section this 54956.5 are deemed waived, and the designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

RESOLUTION NO. 20__-_____

A RESOLUTION OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____, CALIFORNIA, PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Section _____ of the [City or County] Municipal Code empowers the [City Council or Board of Supervisors] to proclaim a local emergency when the [City or County] is affected or likely to be affected by a public calamity; and,

WHEREAS, The [City Council or Board of Supervisors] has been requested by the Director of Emergency Services of the [City or County] to proclaim the existence of a local emergency; and,

WHEREAS, Conditions of extreme peril to the safety of persons and property have arisen within the [City or County] caused by

_____

_____

commencing on or about ____ _.m. on the ____ of _____, 20__; and,

WHEREAS, The conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency.

NOW, THEREFORE, BE IT RESOLVED, by the [City Council or Board of Supervisors] of the [City or County] of _____ that it hereby proclaims that a local emergency now exists throughout the [City or County].

BE IT FURTHER RESOLVED that during the existence of said local emergency, the powers, functions, and duties of the Director of Emergency Services and the Emergency Organization of this [City or County] shall be those prescribed by state law, ordinances, and resolutions of this [City or County] and by the [City or County] Emergency Plan.

BE IT FURTHER RESOLVED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the [City Council or Board of Supervisors] of the [City or County].

PASSED AND ADOPTED by the [City Council or Board of Supervisors] of the [City or County] of _____at a _____ meeting held on the ____ day of _____ 20__, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

_____
[Mayor or Chair
of the Board of Supervisors]

ATTEST:

_____
Name
[City Clerk or Clerk of the Board of Supervisors]

APPROVED AS TO FORM

BY: _____
[Name] Date
[City Attorney or County Counsel]

[City Council or Board of Supervisors] [City or County]

RESOLUTION NO. 20 -

A RESOLUTION OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] PROCLAIMING EXISTENCE OF LOCAL EMERGENCY

WHEREAS, Government Code Section 8630 authorizes the [City Council or Board of Supervisors] to proclaim the existence of a "Local Emergency;" and,

WHEREAS Government Code section 8558(c) defines such conditions as "air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake, or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are likely to be beyond the control of the services, personnel, equipment and facilities of that political subdivision and require the combined forces of other political subdivisions to combat;" and

WHEREAS, conditions of extreme peril to the safety of persons, property and critical infrastructure which began on _____ and continued through _____, due to _____

_____

_____

_____

_____

_____

_____

WHEREAS, _____

_____

_____

_____

; and

WHEREAS, _____

_____

_____

_____

_____; and

WHEREAS, there exists an imminent threat to life, property, critical infrastructure and the environment; and,

WHEREAS, the [City or County] is working with State, Federal and local government resources to assist with response; and

WHEREAS, _____

_____

_____

_____

_____

IT IS HEREBY PROCLAIMED that a "Local Emergency" exists throughout the [City or County]; and,

IT IS HEREBY FURTHER PROCLAIMED AND REQUESTED that _____

_____

_____

_____

IT IS HEREBY FURTHER PROCLAIMED AND REQUESTED that _____

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency, the powers, functions and duties of the Director of Emergency Services and the Office of Emergency Services of [City or County] shall be those prescribed by state law and the ordinances, resolutions and approved plans of the [City or County] in order to mitigate the effects of said emergency; and

IT IS FURTHER PROCLAIMED AND ORDERED that all [City or County] officials and employees cooperate and coordinate efforts with officials and employees of other political subdivisions and officials and employees of the state and federal government in bringing the present condition of Local Emergency and disaster under control; and

IT IS FURTHER RESOLVED AND ORDERED that within the next thirty (30) days a report on the most recent conditions of emergency and disaster be presented to this [City Council or Board of Supervisors] so that this [City Council or Board of Supervisors] may determine whether conditions of emergency and disaster still exist; and

IT IS FURTHER RESOLVED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the existence of a State of Emergency throughout the impacted areas of [City or County].

ORDER OF THE DIRECTOR OF EMERGENCY SERVICES

FOR THE [CITY OR COUNTY] OF _____, STATE OF CALIFORNIA

WHEREAS, Government Code Section 8634 empowers the Director of Emergency Services to promulgate orders and regulations necessary to provide for the protection of life and property; and,

WHEREAS [City or County] Ordinance No. ___ empowers the Director of Emergency Services to do the following:

During the existence of a "State of War Emergency," or the proclaimed existence of a "State of Emergency" or a "Local Emergency" affecting the [City or County] to:

1. Control and direct the activities of the [City or County] Emergency Management Organization;

2. Use all [City or County] resources for the preservation of life and property and to reduce the effects of emergency;

3. Resolve questions of authority and responsibility that may arise in emergency operations;

4. Obtain vital supplies, equipment and other resources needed for the preservation of life and property by either binding the [City or County] for fair value thereof or by commandeering same;

5. To delegate to elected and appointed officials of the [City or County] of _____ such duties and authorities as he deems necessary;

6. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by any conditions proclaimed as provided herein;

7. To require emergency services of any county officer of employee, and to command the aid of as many citizens of the [City or County] of _____ as the Director deems necessary in the execution of his/her duties;

8. To exercise complete authority over the [City or County] and to exercise all police power vested in the [City or County] by the Constitution and general laws;

9. In addition to the powers granted herein, the Director of Emergency Services shall have such powers incidental to the performance of said duties as shall be necessary to allow for the carrying out of the Emergency Plan of the [City or County] of _____, it being the intent that the enumerated powers herein are not intended to be limitations upon the Director's powers.

NOW THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED by the Director of Emergency Services of the [City or County] of _____ that _____

_____

_____

Dated: _____

_____
Director of Emergency Services
[City or County] of _____

Approved as to Form:

Dated: _____

_____
[Name]
[City Attorney or County Counsel]

PROCLAMATION BY THE COUNTY ADMINISTRATOR REQUESTING THAT THE GOVERNOR REQUEST A PRESIDENTIAL DECLARATION OF A PUBLIC HEALTH EMERGENCY

In the Matter of Requesting)
the Governor to Proclaim a)
State of Public Health Emergency)

WHEREAS, the County Administrator and County Public Health Officer of Sonoma County found that due to the threat of A/H1N1 Flu, which commenced at approximately 1:00 p.m., April 23, 2009, the threatened existence of conditions of peril to the health and safety of the people of Sonoma County and all of its cities, did exist; and

WHEREAS, in accordance with state law and the Sonoma County Code, the County Administrator and County Public Health Officer proclaimed the existence of a local public health emergency throughout Sonoma County effective the 4th day of May, 2009; and

WHEREAS, it has now been found that local resources are inadequate to cope with the sustained impacts of the local public health emergency from the threat of A/H1N1 Flu;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this proclamation be forward through the Secretary of the California Emergency Management Agency to the Governor of California with the request that the Governor request a Presidential Declaration of public health emergency.

IT IS RESOLVED THAT Rod Dole, Sonoma County Auditor/Controller, is hereby designated as the authorized representative of the County of Sonoma for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance, for the public sector; and

IT IS FURTHER RESOLVED THAT, Donna Dunk, Sonoma County Deputy Auditor/Controller is hereby designated as the authorized representative of the County of Sonoma for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance, for the private sector.

SIGNED AND SUBSCRIBED at 8:00 am this 4th day of May, 2009.

County Administrator

PROCLAMATION OF EXISTENCE OF A LOCAL PUBLIC HEALTH EMERGENCY FOR THREAT OF A/H1N1 FLU BY COUNTY ADMINISTRATOR AND COUNTY PUBLIC HEALTH OFFICER

In the Matter of)
Proclaiming the Existence of)
a Local Public Health Emergency)
For Threat of A/H1N1 Flu)

WHEREAS, Section 10.5, Chapter 10 of the Sonoma County Code, empowers the Sonoma County Administrator to proclaim the existence of a local emergency and California Health and Safety Code section 101080 empowers the Sonoma County Public Health Officer to proclaim the existence of local public health emergency when said County is affected or likely to be affected by threat of disease, and after conferring with one or more members of the Board, including the Chairman, subject to ratification by the Board of Supervisors at the earliest practicable time; and

WHEREAS, the County Administrator and County Public Health Officer do hereby jointly find:

That conditions impacting the safety of persons and property have arisen within said County caused by the potential presence of the A/H1N1 Flu effective April 23, 2009; and

On May 1, 2009, tests conducted at the Sonoma County Public Health Laboratory indicated a probable first case of A/H1N1 Flu in Sonoma County, which warrants and necessitates the proclamation of the existence of a local public health emergency and use of additional local resources. On May 2, the State Laboratory confirmed the case to be A/H1N1; and

WHEREAS, on April 26, 2009, the United States Department of Health and Human Services declared a public health emergency in the United States; and on April 28, 2009, California Governor Arnold Schwarzenegger proclaimed a state of emergency over the spread of the A/H1N1 flu, expediting state agency responses to the outbreak; and, on April 29, 2009, the World Health Organization raised the global pandemic health alert for the 2009 A/H1N1 outbreak from Phase 4 to Phase 5, meaning that there is an imminent risk of global pandemic; and

WHEREAS, a declaration of local public health emergency by the County Administrator and County Public Health Officer will grant Sonoma County access to additional state and federal resources, and flexibility to bolster Sonoma County's ongoing response to the A/H1N1 since April 23, 2009; and

WHEREAS, the County Administrator and County Public Health Officer have made every reasonable effort to confer with one or more members of the Board of Supervisors, including the Chair of the Board.

NOW, THEREFORE, IT IS PROCLAIMED that a local public health emergency now exists through Sonoma County; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of this local public health emergency the powers, functions, and duties of the County Administrator,

County Public Health Officer and the Emergency Organization of Sonoma County shall be those prescribed by State law and the ordinances, resolutions, and approved plans of the County of Sonoma in order to mitigate the effects of said local public health emergency; and

IT IS FURTHER PROCLAIMED AND ORDERED that this local public health emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors of the County of Sonoma, State of California.

SIGNED AND SUBSCRIBED at 8:00 am, this 4th day of May, 2009.

County Administrator

County Public Health Officer

PRESS RELEASE

COUNTY OF SONOMA

575 Administration Drive · Santa Rosa, CA 95403
Phone (707) 565-2431 · Fax (707) 565-3778

FOR IMMEDIATE RELEASE Date: May 4, 2009

Contact: Jim Leddy · (707) 565-2190
jleddy@sonoma-county.org

County Emergency Proclamation Declared

Prudent response to ensure adequate resources for A/H1N1

SANTA ROSA, Calif. - Sonoma County Administrator Bob Deis and County Public Health Officer Mary Maddux-Gonzalez declared a local emergency today. The declaration is not a reflection of a worsening situation rather it is a proactive measure to ensure adequate access to state and federal resources and to provide staff with adequate flexibility to sustain a response to the A/H1N1 Flu, should such a response become necessary.

County Administrator Deis, after conferring with the Chair of the Board of Supervisors stated: "As matter of prudence, this declaration will ensure that Sonoma County has access to any and all needed local, state and federal resources to fully respond to any issues surrounding detection of H1N1 as they emerge." As a matter of past practice, local jurisdictions declare a state of local emergency when there is the possibility that a required sustained effort is needed and to ensure access to all appropriate resources. County Health Officer Mary Maddux-Gonzalez stated: "One case of A/H1N1 has been identified in Sonoma County. This is the first case and fortunately this case like those in other parts of California appears mild".

Sonoma County Department of Health Services continues to respond to daily changes in the scope and potential spread of A/H1N1. Beginning with notification of the first human cases in the United States last week, County officials have worked quickly to update local schools, health care providers, emergency responders, and to educate the public about steps

individuals and the community can take to prevent the spread of A/H1N1 flu. County officials have also implemented a Flu Pandemic Plan, working with cities, emergency services, health care providers and others organizations to create a coordinated response to A/H1N1 flu in Sonoma County.

More information about A/H1N1 flu available at:

- www.sonoma-county.org/publichealth
- CDPH Swine Flu page
  http://www.cdph.ca.gov/HealthInfo/discond/Pages/SwineInfluenza.aspx
- CDC Swine Flu page www.cdc.gov/flu/swine

###

Resolution No. _____
Administration Center
Santa Rosa, California

Date_____

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, PROCLAIMING A STATE OF LOCAL EMERGENCY RELATIVE TO THE TRANSMISSION OF _____ VIRUS THROUGH THE _____ AND URGING A CHANGE IN STATE LAW TO ALLOW FOR A _____.

WHEREAS, _____ is one of Sonoma County's greatest public health problems, and is an immediate and increasing problem among _____; and

WHEREAS, in the opinion of the County Health Officer the spread of _____ in Sonoma County is a public health emergency; and

WHEREAS, some _____ programs have been found to reduce _____-risk behavior, to link _____ to _____ treatment and other important services, and to decrease incidents of _____; and

WHEREAS, the Sonoma County Commission on _____ and the Sonoma County Medical Association have recommended development of a local pilot program for _____; and

WHEREAS, the means to address the transmission of _____ by _____ are inadequate, because state law prevents Sonoma County from developing and evaluating a local _____ program, even though such programs have been found to be a potentially effective means to address this unmet need in other areas;

THEREFORE BE IT RESOLVED that pursuant to the authority granted this Board by article XI, section 7 of the California Constitution and sections 8630 and following of the Government Code a state of emergency is proclaimed in Sonoma County regarding the spread of the _____ virus through the use of _____.

BE IT FURTHER RESOLVED that the Sonoma County Board of Supervisors urges the Governor and the county's Legislative Delegation to support SB ____ and/or AB ____ and other proposed legislation, which would allow and provide guidelines for pilot _____; and that, once permissible, Sonoma County intends to seek approval for a local _____.

BE IT FURTHER RESOLVED that the Director of Health Services is directed to ensure that all necessary, feasible and lawful steps are taken to incorporate _____ efforts into Sonoma County's comprehensive pattern of _____ education and prevention.

Supervisors

BROWN___KERNS___ ZANE___ CARRILLO___ KELLEY___

Ayes___ Noes___ Abstain___ Absent___

SO ORDERED.

103286 TEMPLATE

Resolution No. _____
Administration Center
Santa Rosa, California

Date_____

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, PROCLAIMING A STATE OF LOCAL EMERGENCY RELATIVE TO THE TRANSMISSION OF THE HUMAN IMMUNODEFICIENCY VIRUS THROUGH THE USE OF CONTAMINATED NEEDLES AND URGING A CHANGE IN STATE LAW TO ALLOW FOR A LOCAL PILOT NEEDLE EXCHANGE PROGRAM

WHEREAS, HIV/AIDS is one of Sonoma County's greatest public health problems, and is an immediate and increasing problem among intravenous drug users; and

WHEREAS, in the opinion of the County Health Officer the spread of HIV in Sonoma County is a public health emergency; and

WHEREAS, some needle exchange programs have been found to reduce AIDS-risk behavior, to link intravenous drug users to drug treatment and other important services, and to decrease incidents of used/discarded needles; and

WHEREAS, the Sonoma County Commission on AIDS and the Sonoma County Medical Association have recommended development of a local pilot program for legal needle exchange; and

WHEREAS, the means to address the transmission of HIV/AIDS by IDUs are inadequate, because state law prevents Sonoma County from developing and evaluating a local pilot needle exchange program, even though such programs have been found to be a potentially effective means to address this unmet need in other areas;

THEREFORE BE IT RESOLVED that pursuant to the authority granted this Board by article XI, section 7 of the California Constitution and sections 8630 and following of the Government Code a state of emergency is proclaimed in Sonoma County regarding the spread of the human immunodeficiency virus through the use of contaminated needles.

BE IT FURTHER RESOLVED that the Sonoma County Board of Supervisors urges the Governor and the county's Legislative Delegation to support SB 1048 and/or AB 2610 and other proposed legislation, which would allow and provide guidelines for pilot NEPs; and that, once permissible, Sonoma County intends to seek approval for a local NEP.

BE IT FURTHER RESOLVED that the Director of Health Services is directed to ensure that all necessary, feasible and lawful steps are taken to incorporate needle exchange efforts into Sonoma County's comprehensive pattern of AIDS education and prevention.

Supervisors

BROWN___KERNS___ ZANE___ CARRILLO___ KELLEY___

Ayes___ Noes___ Abstain___ Absent___

SO ORDERED.

103286 TEMPLATE

Avoiding Total Disaster: The Law and Emergencies

Disaster Preparedness Training for Local Government Legal Advisors

Playbook Part 5

Disaster/Emergency Powers & Authorities

ORDER OF THE DIRECTOR OF EMERGENCY SERVICES

FOR THE [CITY OR COUNTY] OF _____, STATE OF CALIFORNIA,

ORDERING EVACUATION PURSUANT TO GOVERNMENT CODE SECTION 8550 *ET SEQ*

WHEREAS, [City or County] Ordinance No. ___ empowers the Director of Emergency Services, to proclaim the existence or threatened existence of a Local Emergency when [City or County] is affected or likely to be affected by a public calamity; and,

WHEREAS, on _____ the Director of Emergency Services of the [City or County] of [City or County] proclaimed the existence of a Local Emergency caused by _____ _____; and,

WHEREAS, said [City Council or Board of Supervisors] does hereby find that conditions of extreme peril to the safety of persons and property have arisen within the [City or County] of _____ caused by _____ _____ and, therefore, necessitates the evacuation of all persons from the following areas: _____ _____ _____.

NOW THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that an evacuation order is now in effect for the following areas: _____ _____ _____.

IT IS FURTHER ORDERED that the [City Police or County Sheriff] and any other law enforcement personnel providing mutual aid, be authorized to evacuate all persons from the above areas, with reasonable force to be used as needed to enforce this Order.

IT IS FURTHER ORDERED that this Order is issued pursuant to the Emergency Services Act.

This Order shall take effect immediately.

IT IS FURTHER ORDERED that the [City Police or County Sheriff] shall allow residents of the above areas to reenter the areas to inspect their homes and retrieve their belongings, when he deems it safe to reenter; but the [City Council or Board of Supervisors] or Director of Emergency Services shall review this Order no less than seven (7) days from its issuance to determine whether reentry can be allowed, if the [Police or Sheriff] has not authorized reentry by that date.

Dated: _____

_____
Director of Emergency Services

Approved as to Form:

Dated: _____

_____
[Name]
[City Attorney or County Counsel]

[City Council or Board of Supervisors] [City or County]

RESOLUTION NO. 20 - ___

A RESOLUTION OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____ ORDERING EVACUATION PURSUANT TO GOVERNMENT CODE SECTION 8550 *ET SEQ*

WHEREAS, [City or County] Ordinance No. ___ empowers the Director of Emergency Services, to proclaim the existence or threatened existence of a Local Emergency when [City or County] is affected or likely to be affected by a public calamity; and,

WHEREAS, on _____ the Director of Emergency Services of the [City or County] of _____ proclaimed the existence of a Local Emergency caused by _____ _____ _____; and,

WHEREAS, said [City Council or Board of Supervisors] does hereby find that conditions of extreme peril to the safety of persons and property have arisen within the [City or County] of _____ caused by _____ and, therefore, necessitates the evacuation of all persons from the following areas: _____ _____.

NOW THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that an evacuation order is now in effect for the following areas: _____ _____.

IT IS FURTHER ORDERED that the [City Police or County Sheriff] and any other law enforcement personnel providing mutual aid, be authorized to evacuate all persons from the above areas, with reasonable force to be used as needed to enforce this Order.

IT IS FURTHER ORDERED that this Order is issued pursuant to the Emergency Services Act.

This Order shall take effect immediately.

IT IS FURTHER ORDERED that the [City Police or County Sheriff] shall allow residents of the above areas to reenter the areas to inspect their homes and retrieve their belongings, when he deems it safe to reenter; but the [City Council or Board of Supervisors] or Director of Emergency Services shall review this Order no less than seven (7) days from its issuance to determine whether reentry can be allowed, if the [Police or Sheriff] has not authorized reentry by that date.

[CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____, STATE OF CALIFORNIA

By:_____
[Mayor or Chair of the Board of Supervisors]

ATTEST:

By:_____
[CITY CLERK OR CLERK OF THE BOARD OF SUPERVISORS]

(SEAL)

APPROVED AS TO FORM:

By:_____
[CITY ATTORNEY OR COUNTY COUNSEL] Date

DECLARATION OF THE DIRECTOR OF DISASTER SERVICES OF THE [CITY OR COUNTY] IMPOSING A CURFEW

WHEREAS, Under authority contained in California Government Code Sections 8610 and 8634 and [City or County] Municipal Code Section _____, I have on this ___ day of _____, 20__, declared the existence of a disaster in the [City or County]; and,

WHEREAS, I am empowered, upon proclamation of a disaster, to make and issue regulations on matters reasonably related to the protection of life and property as affected by such disaster; and,

WHEREAS, Under conditions of the disaster, it is deemed necessary in the interest of public safety to restrict the use of certain public areas of the [City or County]; and,

WHEREAS, Life and property is deemed to be in peril and speed is of the essence.

THEREFORE, I, _____, as Director of Emergency Services, hereby declare that a curfew be in effect starting at _____, and ending at _____, and during which no person shall be upon the public street, avenue, alley, park, or other public place or unimproved public realty within the following area of the [City or County]:

_____
_____
_____
_____.

This curfew shall not apply to police officers, peace officers, firefighters, or other emergency personnel or civilians engaged in police or emergency work, nor shall it apply to authorized representatives of any news service, newspaper, or radio or television station or network.

NOW, THEREFORE, BE IT RESOLVED, that the law enforcement forces of this [City or County], along with the law enforcement authorities cooperating with the [City or County], are hereby authorized and charged, to the extent provided by law, with the responsibility of enforcing this curfew

and are further authorized to arrest such persons as do not obey this curfew after due notice, oral or written, has been given to said citizen. Any person not abiding by this declaration is guilty of a misdemeanor and subject to punishment in accordance with [City or County] Municipal Code Chapter _____.

BE IT FURTHER RESOLVED that this regulation shall remain in effect until such time as it is terminated by either the Director of Disaster Services, the [City Council or Board of Supervisors] of the [City or County], or the termination or expiration of the state of emergency.

_____ _____

Date and Time Director of Disaster Services

ATTEST:

_____

[City Clerk or Clerk of the Board of Supervisors]

APPROVED AS TO FORM:

_____

[City Attorney or County Counsel] Date

ORDINANCE NO. _____

AN ORDINANCE OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF [CITY OR COUNTY] OF _____
PROCLAIMING A CURFEW

The [City Council or Board of Supervisors] of the [City or County] of _____ ordains as follows:

Section 1. The [City Council or Board of Supervisors] finds conditions of extreme peril to the safety of persons and property have arisen within the [City or County] caused by _____

_____

___ commencing on or about _____ on the _____ day of _____, 20 ____.

The purpose of the ordinance is that the aforesaid conditions of extreme peril necessitate the proclamation if the existence of a Local Emergency within the [City or County] of _____. The [City Council or Board of Supervisors] finds that this Ordinance is necessary an emergency measure for preserving the public peace, health or safety.

Section 2. It shall be unlawful for any person, other than authorized emergency and disaster personnel, to be on the streets or otherwise on a public area within the [City or County] of _____ during the hours of day that include dusk to dawn daily during the existence of the Local Emergency previously declared.

Section 3. A violation of this curfew is a misdemeanor punishable by six months in jail and/or a one thousand ($1,000) dollar fine.

Section 4. EFFECTIVE DATE. This ordinance is hereby declared to be an urgency measure and shall take effect immediately upon its adoption. In accordance with the requirements of Government Code section 25123, subdivision (d), the [City Council or Board of Supervisors] hereby

declares that the provisions contained herein are necessary for the immediate preservation of the public peace, health, or safety for the following reasons: 1) the curfew is necessary as an emergency measure for preserving the public peace, health and safety of the [City or County] and its residents. It is adopted as an urgency measure in order to ensure the ability of emergency and disaster personnel to respond unimpeded to the Local Emergency.

[CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____, STATE OF CALIFORNIA

By:_____
[Mayor or Chair of the Board of Supervisors]

ATTEST:

By:_____
[CITY CLERK OR CLERK OF THE BOARD OF SUPERVISORS]

(SEAL)

APPROVED AS TO FORM:

By:_____
[CITY ATTORNEY OR COUNTY COUNSEL] Date

ORDINANCE NO. 20__-___

AN EMERGENCY ORDINANCE OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____, CALIFORNIA, RELATING TO PROVISIONS FOR A LOCAL EMERGENCY; PROVIDING THE PURPOSE AND INTENT OF THE ORDINANCE PROVIDING FOR A CURFEW; PROVIDING PENALTIES; DEFINING THE TERRITORY EMBRACED; PROVIDING AN EFFECTIVE DATE

WHEREAS, the [City Council or Board of Supervisors] of the [City or County] of _____, California, has declared a state of local emergency, pursuant to Section 8568 of the California Emergency Services Act and Chapter _____ of the [City or County] Municipal Code;

WHEREAS, The California Emergency Services Act, Government Code Section 8568, provides authority for a political subdivision such as the [City or County] to declare a state of local emergency and to waive the procedures and formalities otherwise required of political subdivisions by law pertaining to:

1. Performing public work and taking whatever action is necessary to ensure the health, safety, and welfare of the community;
2. Entering into contracts;
3. Incurring obligations;
4. Employment of permanent and temporary workers;
5. Utilization of volunteer workers;
6. Rental of equipment;
7. Acquisition and distribution with or without compensation of supplies, materials, and facilities;
8. Appropriation and expenditure of public funds.

THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____ DOES HERBY ORDAIN AS FOLLOWS:

SECTION 1. Purpose and Intent of Ordinance. The [City or County] Council of the [City or County], California, finds and declares that in order to protect and safeguard the safety, health, and welfare of the people of the [City or County], the herein contained emergency regulations are necessary.

SECTION 2. Curfew. Until rescinded by further [City or County] Ordinance, during this state of emergency there shall be a general curfew throughout the [City or County] between the hours of 7:00 p.m. and 7:00 a.m.; provided, however, that this shall not apply to regular members of the law enforcement bodies. Regular employees of local industries, while traveling to and from their jobs, are exempt, provided they have identification if stopped by any law enforcement personnel. Local industries are requested to do everything possible to provide identification to such of their employees as shall be traveling during the hours of the curfew.

SECTION 3. Penalties. It shall be unlawful and a misdemeanor for any person to knowingly violate any provision of this Ordinance and who shall, upon conviction, be punished in accordance with Chapter _____ of the [City or County] Municipal Code.

SECTION 4. Territory Embraced. All territory within the legal boundaries of the [City or County] shall be embraced by the provisions of this Ordinance.

SECTION 5. Effective Date. This Ordinance shall take effect immediately upon adoption and shall be valid for the duration of the local emergency unless earlier modified or repealed by the [City Council or Board of Supervisors].

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\\

\\

PASSED and ADOPTED this ___ day of _____, 20__.

_____
[Mayor or Chair of the Board of Supervisors]

ATTEST:

_____
[NAME]
[CITY CLERK or CLERK OF THE BOARD OF SUPERVISORS]

APPROVED AS TO FORM

By:_____
[NAME] Date
[CITY ATTORNEY OR COUNTY COUNSEL]

PUBLIC NOTICE OF ADOPTION OF ORDINANCE

[CITY OR COUNTY]

ORDINANCE NO. _____

NOTICE IS HEREBY GIVEN that on _____ __, 20__, the [City Council or Board of Supervisors] of the [City or County] of _____ adopted Ordinance No. _____, entitled:

> **"AN EMERGENCY ORDINANCE OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____, CALIFORNIA, RELATING TO PROVISIONS FOR A LOCAL EMERGENCY; PROVIDING THE PURPOSE AND INTENT OF THE ORDINANCE PROVIDING FOR A CURFEW; PROVIDING PENALTIES; DEFINING THE TERRITORY EMBRACED; PROVIDING AN EFFECTIVE DATE"**

Ordinance No. _____ imposes a curfew for the duration of the local emergency unless earlier modified or repealed. In addition, this Ordinance provides that its violation is a misdemeanor.

Ordinance No._____ was adopted by the following roll call vote of the [City Council or Board of Supervisors]:

AYES:

NOES:

ABSTAIN:

ABSENT:

A copy of the full text of Ordinance No. _____ is available for review in the Office of the [City Clerk or Clerk of the Board of Supervisors], [City or County], [street address], [City or County], California, and on the [City or County]'s website at [website].

_____
[NAME]
[CITY CLERK OR CLERK OF THE BOARD OF SUPERVISORS]

PUBLISH:

ORDER OF THE DIRECTOR OF EMERGENCY SERVICES

FOR THE [CITY OR COUNTY] OF [CITY OR COUNTY], STATE OF CALIFORNIA

ORDERING RATIONING

The Director of Emergency Services, having received evidence, exhibits, and argument, and being duly advised in the premises, now issues an Order for Rationing of Expenditures based on the following facts:

1. There has been declared a Local Emergency by the Director of Emergency Services pursuant to [City or County Ordinance] No. ___. That such emergency has caused a shortage of food and other provisions necessary for the protection and survival of human life.

2. Such limited resources create or contributes to a threat to the public health and safety. These limited resources include: _____

3. The Director of Emergency Services has the authority to control the rationing of food and other necessities during a time of emergency shortages and the responsibility to provide necessary provisions pursuant to such authority.

4. Pursuant to such authority the Director of Emergency Services issues an order of Rationing of Resources in _____

_____

on _____, which has been received as Resolution No. _____ to be approved by the [City Council or County Board of Supervisors].

The Director of Emergency Services now makes the following conclusions:

1. The Director of Emergency Services has the authority to issue a Rationing Order for the areas of: _____ pursuant to Government Code section 8634 and [City or County] Ordinance No. ___.

/ / /

/ / /

/ / /

/ / /

2. The following resources are subject to this rationing order: _____

_____

_____

_____

_____

3. Pursuant to the Health and Safety Code section 120175 the Director of Emergency Services has the power to issue an injunction compelling the officials of _____

__

_____

_____

to comply with the [City or County] Director of Emergency Services' Order.

Dated: _____

_____
Director of Emergency Services

Approved as to Form:

Dated: _____

_____
[[Name]
[City Attorney or County Counsel]

[City Council or Board of Supervisors] [City or County]

RESOLUTION NO. 20 - __

A RESOLUTION OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____ APPROVING THE ORDER FOR RATIONING OF EXPENDITURES FOR EMERGENCY

WHEREAS, [City or County] Ordinance No. ___ empowers the Director of Emergency Services to proclaim the existence or threatened existence of a Local Emergency when [City or County] is affected or likely to be affected by a public calamity; and,

WHEREAS, on_____ the Director of Emergency Services of the [City or County] of _____ proclaimed the existence of a Local Emergency caused by _____ _____ _____; and,

WHEREAS, Chapter Seven of the California Government Code empowers the local government to ration resources in a state of emergency; and,

WHEREAS, the [City Council or Board of Supervisors] has ratified said Proclamation; and,

WHEREAS, said [City Council or Board of Supervisors] does hereby find that conditions of extreme peril to the safety of persons and property have arisen within the [City or County] of _____ caused by _____ _____ and, due to such conditions resources have become limited in quantity. Such limitations therefore necessitate that _____ resources be rationed by the [City Police or County Sheriff] in the following areas _____ _____.

NOW THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED, that a rationing order is now in effect for the following areas _____ _____.

IT IS FURTHER ORDERED that the [City Police or County Sheriff] and any other law enforcement personnel providing mutual aid, be authorized to ration all resources in the above areas, with reasonable force to be used as needed to enforce this Order.

IT IS FURTHER ORDERED that this Order is issued pursuant to the Emergency Services Act.

This Order shall take effect immediately.

IT IS FURTHER ORDERED that the [City Council or Board of Supervisors] shall review this Order no less than seven (7) days from its issuance to determine whether rationing of resources is still necessary, if the [Police or Sheriff] has not withdrawn the order by that date.

[CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____, STATE OF CALIFORNIA

By:_____
[Mayor or Chair of the Board of Supervisors]

ATTEST:

By:_____
[CITY CLERK OR CLERK OF THE BOARD OF SUPERVISORS]

(SEAL)

APPROVED AS TO FORM:

By:_____
[CITY ATTORNEY OR COUNTY COUNSEL] Date

DECLARATION OF THE DIRECTOR OF DISASTER SERVICES OF THE [CITY OR COUNTY] DIRECTING THE REMOVAL OF FIREARMS, AMMUNITION, EXPLOSIVES, AND INCENDIARY DEVICES FROM AN AREA OF CIVIL DISTURBANCE DETERMINED AS NECESSARY TO SAFEGUARD LIFE AND PROPERTY

WHEREAS, Under authority contained in California Government Code Sections 8610 and 8634 and [City or County] Municipal Code Section _____, I have on this ___ day of _____, 20__, declared the existence of a disaster in the [City or County]; and,

WHEREAS, I am empowered upon the proclamation of a disaster to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster; and,

WHEREAS, Under conditions of the disaster, it is deemed necessary to impose certain rules and regulations in the interest of public safety; and,

WHEREAS, Life and property is deemed to be in peril and speed is of the essence.

THEREFORE, I, _____, as Director of Disaster Services, declare that all stocks of firearms, ammunition, explosives, and incendiary devices in any form in the possession of retail or wholesale outlets in the area defined below shall be turned over to the Police Department for safeguarding until such time as the state of disaster is ended. The [Police or Sheriff's] Department shall issue receipts for these materials. The area in the [City or County] in which these actions are to be taken is bounded by the following streets:

_____

_____

_____

_____

NOW, THEREFORE, BE IT RESOLVED that the law enforcement forces of this [City or County], along with other law enforcement authorities cooperating with this [City or County], are hereby authorized and charged,

to the extent provided by law, with the responsibility of enforcing this regulation, and are further authorized to arrest such persons as do not obey this regulation after due notice, oral or written, has been given to said citizen. Any person not abiding by this declaration is guilty of a misdemeanor and subject to punishment in accordance with [City or County] Municipal Code Chapter ____.

BE IT FURTHER RESOLVED that this regulation shall remain in effect until such time as it is terminated by either the Director of Emergency Services, the [City Council or Board of Supervisors] of the [City or County] of _____, or the termination or expiration of the state of emergency.

_____ _____
Date and Time Director of Disaster Services

ATTEST:

_____
[NAME]
[CITY CLERK OR CLERK OF THE BOARD OF SUPERVISORS]

APPROVED AS TO FORM:

_____
[NAME], Date
[CITY ATTORNEY OR COUNTY COUNSEL]

DECLARATION OF THE DIRECTOR OF DISASTER SERVICES OF THE [CITY OR COUNTY] CLOSING CERTAIN TYPES OF BUSINESS AND PLACES OF PUBLIC ASSEMBLY DETERMINED AS NECESSARY TO SAFEGUARD LIFE AND PROPERTY

WHEREAS, Under authority contained in California Government Code Sections 8610 and 8634 and [City or County] Municipal Code Section _____, I have on this ___ day of _____, 20__, declared the existence of a disaster in the [City or County]; and,

WHEREAS, I am empowered upon the proclamation of a disaster to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster; and,

WHEREAS, Under conditions of the disaster, it is deemed necessary to impose certain rules and regulations in the interest of public safety; and,

WHEREAS, Life and property is deemed to be in peril and speed is of the essence.

THEREFORE, I, _____, as Director of Disaster Services, declare all

_____
_____
_____
_____
_____ (list types of businesses and places of public assembly to be closed) shall be closed within the area of the [City or County] bounded by the following streets:

_____
_____
_____
_____
_____

NOW, THEREFORE, BE IT RESOLVED that the law enforcement forces of this [City or County], along with other law enforcement authorities cooperating with this [City or County], are hereby authorized and charged,

to the extent provided by law, with the responsibility of enforcing this regulation, and are further authorized to arrest such persons as do not obey this regulation after due notice, oral or written, has been given to said citizen. Any person not abiding by this declaration is guilty of a misdemeanor and subject to punishment in accordance with [City or County] Municipal Code Chapter _____.

BE IT FURTHER RESOLVED that this regulation shall remain in effect until such time as it is terminated either by the Director of Disaster Services, the [City Council or Board of Supervisors] of the [City or County] of _____, or the termination or expiration of the state of emergency.

_____ _____
Date and Time Director of Disaster Services

ATTEST:

_____
[NAME]
[CITY CLERK OR CLERK OF THE BOARD OF SUPERVISORS]

APPROVED AS TO FORM:

_____
[NAME], Date
[CITY ATTORNEY OR COUNTY COUNSEL]

DECLARATION OF THE DIRECTOR OF DISASTER SERVICES OF THE [CITY OR COUNTY] PROHIBITING THE SALE OF GASOLINE IN PORTABLE CONTAINERS DETERMINED AS NECESSARY TO SAFEGUARD LIFE AND PROPERTY

WHEREAS, Under authority contained in California Government Code Sections 8610 and 8634 and [City or County] Municipal Code Section ____, I have on this ___ day of _____, 20__, declared the existence of a disaster in the [City or County]; and,

WHEREAS, I am empowered upon the proclamation of a disaster to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster; and,

WHEREAS, Under conditions of the disaster, it is deemed necessary to impose certain rules and regulations in the interest of public safety; and,

WHEREAS, Life and property is deemed to be in peril and speed is of the essence.

THEREFORE, I, _____, as Director of Disaster Services, declare that the sale of gasoline in portable containers shall be prohibited. The imposition of this restriction will be in effect starting at _____ and ending at _____.

NOW, THEREFORE, BE IT RESOLVED that the law enforcement forces of this [City or County], along with other law enforcement authorities cooperating with this [City or County], are hereby authorized and charged, to the extent provided by law, with the responsibility of enforcing this regulation, and are further authorized to arrest such persons as do not obey this regulation after due notice, oral or written, has been given to said citizen. Any person not abiding by this declaration is guilty of a misdemeanor and subject to punishment in accordance with [City or County] Municipal Code Chapter ____.

BE IT FURTHER RESOLVED that this regulation shall remain in effect until such time as it is terminated by the Director of Disaster

Services, or the [City Council or Board of Supervisors] of the [City or County], or the termination of the emergency.

_____
Director of Disaster Services Date and Time

ATTEST:

_____
[NAME]
[CITY CLERK OR CLERK OF THE BOARD OF SUPERVISORS]

APPROVED AS TO FORM:

_____
[NAME] Date
[CITY ATTORNEY OR COUNTY COUNSEL]

DECLARATION OF THE DIRECTOR OF DISASTER SERVICES OF THE [CITY OR COUNTY] IMPOSING CERTAIN RULES AND REGULATIONS DETERMINED AS NECESSARY TO SAFEGUARD LIFE AND PROPERTY

WHEREAS, Under authority contained in Sections 8610 and 8634 of the Government Code and [City or County] Municipal Code Section _____, I have on this ___ day of _____, 20__, declared the existence of a disaster in the [City or County], and I am empowered to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster; and,

WHEREAS, Under conditions of the disaster, it is deemed necessary to impose certain rules and regulations in the interest of public safety; and,

WHEREAS, Life and property is deemed to be in peril and time is of the essence.

THEREFORE, I, _____, as Director of Disaster Services, declare the following rules and regulations to be in effect:

1. All able-bodied citizens are subject to impressment by and into the Emergency Organization, if their services and skills are required to contain the disaster.

2. No person shall:

   a. Willfully obstruct, hinder or delay any member of the Emergency Organization in the performance of official duties;

   b. Commit an act imperiling the lives or damaging the property of the residents of the [City or County]; or,

   c. Wear, carry, or display any means identifying him/her as a registered disaster service worker unless he/she is

performing officially assigned emergency related duties on behalf of the [City or County] government.

3. The [City or County] will be bound for the fair value of supplies, equipment, and other such properties obtained outside the regularly prescribed procedure from private owners and agencies for the purpose of alleviating disaster conditions.

4. All [City or County] governmental functions for the protection of lives, property, and resources of the [City or County] shall continue in full force and effect under the duly constituted officials of the [City or County].

5. All sales of alcoholic beverages in the area of civil disturbance shall be discontinued immediately upon notification of this regulation to the vendor either orally or in writing. The civil disturbance is determined to be within the area of the [City or County] bounded by the following streets:

_____
_____
_____
_____
_____.

NOW, THEREFORE, BE IT RESOLVED that the law enforcement forces of this [City or County], along with other law enforcement authorities cooperating with this [City or County], are hereby authorized and charged, to the extent provided by law, with the responsibility of enforcing this regulation, and are further authorized to arrest such persons as do not obey this regulation after due notice, oral or written, has been given to said citizen. Any person not abiding by this declaration is guilty of a misdemeanor and subject to punishment in accordance with [City or County] Municipal Code Chapter ____.

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BE IT FURTHER RESOLVED that this regulation shall remain in effect until such time as it is terminated by the Director of Disaster Services or the [City Council or Board of Supervisors] of the [City or County] of _____, or the termination of the emergency.

_____ _____
Date and Time Director of Disaster Services

ATTEST:

_____
[NAME]
[CITY CLERK OR CLERK OF THE BOARD OF SUPERVISORS]

APPROVED AS TO FORM:

_____
[NAME], Date
[CITY ATTORNEY OR COUNTY COUNSEL]

RESOLUTION NO. 20__-__

A RESOLUTION OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____, CALIFORNIA, DECLARING ABATEMENT OF IMPENDING PERIL AND AUTHORIZING IMMEDIATE EXPENDITURE OF PUBLIC MONEY TO SAFEGUARD LIFE, HEALTH, OR PROPERTY

WHEREAS, Pursuant to a proclamation enacted by the [City or County] of the [City or County] of _____on _____, 20__, the [City Council or Board of Supervisors] has proclaimed a local emergency as a result of circumstances of_____
_____
_____
_____; and,

WHEREAS, In light of the proclamation, California Government Code Section 865, *et seq.* provides that a local public entity is not liable for damages or injury to persons or property resulting from the impending peril of _____ or from any action taken by the local public entity to abate such peril, provided the legislative body of the local public entity has, on the basis of expert opinion or other reasonable basis, done all of the following:

1. Found the existence of such impending peril;

2. Determined appropriate remedial action to halt, stabilize, or abate such impending peril;

3. Undertaken to implement such remedial action; and,

WHEREAS, [City or County] staff has been observing and monitoring the _____ and has hired an _____ expert, _____, of _____ (“Consultant”), to assist and guide the [City or County]:

(1) In assessing the danger of this affected area, all of which is held in private ownership;

(2) In advising the homeowners and residents in the affected area of the conditions and impending perils; and,

(3) In developing recommendations as to short-term mitigation measures that should be put in place to attempt to mitigate loss of the _____ and therefore potential damage to property and injury to persons in and around the affected area; and,

WHEREAS, The [City or County] has repeatedly given notice to the property owners surrounding the _____ as to the dangerous conditions presented by the _____ and has urged property owners to take protective actions to _____; and,

WHEREAS, [City or County] staff and the Consultant have observed _____ _____ and it has caused damage to _____ [example: sewer or electrical] utilities in the affected area; and,

WHEREAS, Despite strong encouragement from the [City or County] staff to take mitigation measures, the residents in and around the _____ area appear to have pursued few, if any, remedial measures that would assist in _____; and,

WHEREAS, In view of the _____, the [City or County] staff, upon the recommendation and opinion of the Consultant, has determined that certain temporary remedial actions must be taken forthwith to _____; and,

WHEREAS, The [City Council or Board of Supervisors] desires to facilitate the execution of such remedial measures and in so doing finds it necessary to declare the condition of _____ an impending peril which must be abated so as to fall within the statutory protections and immunities offered by Government Code Section 865 *et seq.*

NOW, THEREFORE, BE IT RESOLVED that the [City Council or Board of Supervisors] of the [City or County] of _____, based upon the opinion and recommendation of its Consultant, as well as the [City or County] staff's knowledge, experience, and observations of the affected area over the past few _____ [example: years], hereby declares the following:

1. The existence of impending peril to persons or property as a result of _____ in the [City or County]; and,

2. The necessity for immediate and appropriate remedial action to halt, stabilize or abate such impending peril including measures to _____ _____; and,

3. The necessity to undertake to have such remedial action implemented, with the remedial work prosecuted by the [City or County] with anticipated reimbursement from the owners of property on which the work is undertaken in the event that the subject property owners fail to implement the remedial actions with all due deliberate speed.

BE IT FURTHER RESOLVED that this declaration of impending peril and abatement thereof is enacted in accordance with California Government Code Sections 865, 866, and 867.

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PASSED AND ADOPTED by the [City Council or Board of Supervisors] of the [City or County] of _____at a regular meeting held on the ____ day of _____ 20__.

_____
_____, [Mayor or Chair of the Board of Supervisors]

ATTEST:

_____
[NAME]
[CITY CLERK OR CLERK OF THE BOARD OF SUPERVISORS]

APPROVED AS TO FORM:

_____
[NAME] Date
[CITY ATTORNEY OR COUNTY COUNSEL]

ORDINANCE NO. 20__-___

AN EMERGENCY ORDINANCE OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____, CALIFORNIA, SUSPENDING AUTOMATIC APPROVAL DEADLINES FOR ALL LAND USE, SUBDIVISION, AND ZONING APPLICATIONS

WHEREAS, On _____, 20__, the [City or County] sustained _____; and,

WHEREAS, Several [City or County]-owned buildings sustained heavy damage and required closure; and,

WHEREAS, The operations of numerous [City or County] offices and departments, including offices and departments responsible for processing land use, subdivision, and zoning applications have been disrupted and employees have been displaced; and,

WHEREAS, It is necessary to suspend automatic approval deadlines, including appeal deadlines, for all land use subdivision and zoning applications.

THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____ DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Suspension of Automatic Approval Deadlines. All provisions of laws, ordinances, regulations, resolutions, rules, and statutes, including, but not limited to, provisions contained in the California Permit Streamlining Act, the California Environmental Quality Act, the California Subdivision Map Act, [City or County] Subdivision Regulations, and [City or County] Zoning Regulations, establishing review deadlines and authorizing automatic approvals, are suspended for the duration of the existing emergency.

SECTION 2. Effective Date. This Ordinance shall be effective immediately and shall apply retroactively to all applications that were on file with the [City or County] as of _____, 20__, and to all

applications filed during the emergency. This Ordinance shall remain in effect until and through the last day of the existing emergency.

SECTION 3. Revision of Automatic Approval Deadlines Following Emergency. For application review and automatic approval deadline purposes, all land use, subdivision, and zoning applications that were either on file with the [City or County] on _____, 20__, or that were filed with the [City or County] after _____, 20__, but during the period of the emergency, shall be considered filed on the first working day following expiration of the emergency.

SECTION 4. Emergency Definition. That the term "emergency" as used in this Ordinance shall mean the emergency declared by the [City Council or Board of Supervisors] on _____, 20__.

SECTION 5. Publication. Within three (3) days of this Ordinance, the [City or County] Clerk is directed to cause a summary of this Ordinance to be published once, in _____ newspaper.

SECTION 6. Severability. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The [City Council or Board of Supervisors] hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

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PASSED and ADOPTED this ___ day of _____, 20__.

_____
_____, [Mayor or Chair of the Board of Supervisors]

ATTEST:

_____
[NAME]
[CITY CLERK OR CLERK OF THE BOARD OF SUPERVISORS]

APPROVED AS TO FORM

By: _____
[NAME] Date
[City Attorney or County Counsel]

PUBLIC NOTICE OF ADOPTION OF ORDINANCE

[CITY OR COUNTY]

ORDINANCE NO. _____

NOTICE IS HEREBY GIVEN that on _____ __, 20__, the [City Council or Board of Supervisors] of the [City or County] adopted Ordinance No. _____, entitled:

> "**AN EMERGENCY ORDINANCE OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____, CALIFORNIA, SUSPENDING AUTOMATIC APPROVAL DEADLINES FOR ALL LAND USE, SUBDIVISION, AND ZONING APPLICATIONS**"

Ordinance No. _____ suspends automatic approval deadlines for all land use, subdivision, and zoning application for the duration of the local emergency, and revises said deadlines following the expiration of the emergency.

Ordinance No._____ was adopted by the following roll call vote of the [City Council or Board of Supervisors]:

AYES:

NOES:

ABSTAIN:

ABSENT:

A copy of the full text of Ordinance No. _____ is available for review in the Office of the [City Clerk or Clerk of the Board of Supervisors], [City or

County], [street address], [City or County], California, and on the [City or County]'s website at [website].

_____

[NAME]
[CITY CLERK OR CLERK OF THE BOARD OF SUPERVISORS]

PUBLISH:

ORDINANCE NO. 20__-___

AN EMERGENCY ORDINANCE OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____, CALIFORNIA, RELATING TO PROVISIONS FOR A LOCAL EMERGENCY; PROVIDING THE PURPOSE AND INTENT OF THE ORDINANCE; PROVIDING FOR THE PROHIBITION OF PRICE GOUGING AND OVERCHARGING FOR MERCHANDISE SOLD BY LICENSEES OF THE [CITY OR COUNTY] OF _____, CALIFORNIA, AND PROVIDING FOR PENALTIES THEREFORE; DEFINING THE TERRITORY EMBRACED; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, The [City Council or Board of Supervisors] of the [City or County] _____, California, has declared a state of local emergency, pursuant to Section 8568 of the California Emergency Services Act and to Chapter _____ of the [City or County] Municipal Code; and,

WHEREAS, Section 8568 of the California Emergency Services Act provides authority for a political subdivision such as the [City or County] to declare a state of local emergency and to waive the procedures and formalities otherwise required of political subdivisions by law pertaining to:

1. Performing public work and taking whatever action is necessary to ensure the health, safety, and welfare of the community;
2. Entering into contracts;
3. Incurring obligations;
4. Employment of permanent and temporary workers;
5. Utilization of volunteer workers;
6. Rental of equipment;

7. Acquisition and distribution with or without compensation of supplies, materials, and facilities;
8. Appropriation and expenditure of public funds;

THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____ DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Purpose and Intent of Ordinance. The City Council of the [City or County] finds and declares that in order to protect and safeguard the safety, health, and welfare of the people of the [City or County], the herein contained emergency regulations are necessary.

SECTION 2. Prohibiting Price Gouging. It is hereby ordained and declared to be unlawful for any licensee of the [City or County] to charge more than the normal average retail price for any merchandise sold during the state of local emergency. The average retail price as used herein is defined to be that price at which similar merchandise was being sold during the ninety (90) days immediately preceding the state of local emergency, or a mark-up that is not a larger percentage over wholesale cost than was being added to wholesale cost before the state or local emergency.

SECTION 3. Penalties. It shall be unlawful and a misdemeanor for any person to knowingly violate any provision of this Ordinance and who shall, upon conviction, be punished in accordance with Chapter _____ of the [City or County] Municipal Code. In addition to the penalties set forth above, the [City or County] and _____ [Water Agency Name] is authorized to shut off the water supply to such violator.

SECTION 4. Territory Embraced. All territory within legal boundaries of the [City or County] of _____, California, including all unincorporated and incorporated areas, shall be embraced by the provisions of this Ordinance.

SECTION 5. Effective Date. This Ordinance shall take effect upon adoption as an emergency ordinance.

PASSED and ADOPTED this ___ day of _____ 20__.

_____
[Mayor or Chair of the Board of Supervisors]

ATTEST:

_____
[NAME]
[CITY CLERK or CLERK OF THE BOARD OF SUPERVISORS

APPROVED AS TO FORM

By:_____
[NAME] Date
[CITY ATTORNEY OR COUNTY COUNSEL]

PUBLIC NOTICE OF ADOPTION OF ORDINANCE

[CITY OR COUNTY]

ORDINANCE NO. _____

NOTICE IS HEREBY GIVEN that on _____ __, 20__, the [City Council or Board of Supervisors] of the [City or County] of _____ adopted Ordinance No. _____, entitled:

> "**AN EMERGENCY ORDINANCE OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____, CALIFORNIA, RELATING TO PROVISIONS FOR A LOCAL EMERGENCY; PROVIDING THE PURPOSE AND INTENT OF THE ORDINANCE; PROVIDING FOR THE PROHIBITION OF PRICE GOUGING AND OVERCHARGING FOR MERCHANDISE SOLD BY LICENSEES OF THE [CITY OR COUNTY] OF _____, CALIFORNIA, AND PROVIDING FOR PENALTIES THEREFORE; DEFINING THE TERRITORY EMBRACED; AND PROVIDING AN EFFECTIVE DATE"**

Ordinance No. _____ prohibits price gouging during a local emergency. In addition, this Ordinance provides that its violation is a misdemeanor. It is effective upon adoption and lasts for the duration of the local emergency.

Ordinance No._____ was adopted by the following roll call vote of the [City Council or Board of Supervisors]:

AYES:

NOES:

ABSTAIN:

ABSENT:

A copy of the full text of Ordinance No. _____ is available for review in the Office of the [City Clerk or Clerk of the Board of Supervisors], [City or County], [street address], [City or County], California, and on the [City or County]'s website at [website].

_____
[NAME]
[CITY CLERK OR CLERK OF THE BOARD OF SUPERVISORS]

PUBLISH:

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

ITEM
3.24
(ID # 8534)

MEETING DATE:
Tuesday, January 29, 2019

FROM : TLMA-TRANSPORTATION:

SUBJECT: TRANSPORTATION AND LAND MANAGEMENT AGENCY/TRANSPORTATION: Adopt Resolution No. 2019-035 Amending Resolution 2018-009, delegating authority of the Director of Transportation, the Deputy Director of Transportation or registered Civil Engineer acting under the direction of the Director of Transportation, to Execute Change Orders and Emergency Work Pursuant to Public Contract Code Sec. 20395, All Districts. [$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Adopt Resolution No. 2019-035, amending Resolution 2018-009, delegating authority of the Director of Transportation, the Deputy Director of Transportation or registered Civil Engineer acting under the direction of the Director of Transportation, to Execute Change Orders and Emergency Work Pursuant to Public Contract Code Sec. 20395, from the Previously Approved Amount of not to Exceed $500,000, to an Amount not to Exceed $1,500,000.

ACTION: Policy

Patricia Romo, Director of Transportation 12/4/2018

MINUTES OF THE BOARD OF SUPERVISORS

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0
SOURCE OF FUNDS: N/A			**Budget Adjustment:** NA	
			For Fiscal Year: 18/19	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

On July 31, 2018, the Board of Supervisors adopted Resolution No. 2018-009, which delegated authority to execute emergency contracts and approve contract change orders to the Director of Transportation, Deputy Director of Transportation or registered civil engineer acting under the direction of the Director of Transportation. Resolution No. 2018-009 also brought the limit for change order authority that is delegated to the Director of Transportation, for work upon County highways or transportation facilities, current with Public Contract Code.

Recent storm events in the Coachella Valley have resulted in flash floods that destroyed Box Canyon Road and the 70th Avenue Bridge over the Coachella Canal near the community of Mecca. The damage to these roads was severe and beyond the capabilities of County road crews to repair. Emergency contracts were considered; however, the initial costs estimates were significantly greater than the current $500,000 delegated authority limit given to the Director of Transportation by Resolution No. 2018-009. Repair of these roadways is being done under the competitive bidding process, which will delay the start of repair by three to four months. Since these roads are under full closure due to the extent of damage, public access is impacted and long detours are currently in place, causing inconvenience to the public and businesses.

Given rising construction costs and the potential for a greater frequency of natural disasters that could damage transportation infrastructure, the Transportation Department recommends increasing the amount delegated to the Director of Transportation from $500,000 to $1,500,000. The typical design, bid, build procedure for a construction contract can take several months. This proposed increase would allow the department to retain the services of a construction contractor in the event of an emergency immediately, and is expected to be adequate for the majority of emergency road repairs. Having the ability to obtain a contractor immediately following a catastrophic event would allow the Transportation Department to partner with a contractor to make necessary repairs, and get damaged roads reopened to traffic, thereby reducing inconvenience to public and businesses that rely on county roads.

This resolution will require that, upon execution of an emergency construction contract, the Director of Transportation report back to the Board in a public meeting within 30 calendar days of executing the contract, or at the next regularly scheduled meeting beyond the 30-day mark.

Impact on Residents and Businesses

The County Transportation Department is responsible for providing safe reliable roads and expeditious response during emergency events to repair roads and bridges for public use. Resolution 2019-035 would provide the safeguards needed to provide for the efficient repair of transportation infrastructure to minimize disruption to residents and businesses.

ATTACHMENTS:

Resolution 2019-035

Scott Bruckner 1/17/2019

Gregory P. Priamos, Director County Counsel 1/10/2019

ORDINANCE NO. _____ (CM)

AN EMERGENCY ORDINANCE OF THE CITY OF WATSONVILLE IMPOSING A MORATORIUM ON THE ISSUANCE OF BUILDING PERMITS FOR NEW STRUCTURES OR GRADING PERMITS AND TO SUSPEND FILING OF APPLICATIONS FOR ALL BUILDING, GRADING, PLOT MAPS, AND ALL OTHER DOCUMENTS NORMALLY LEADING TO ISSUANCE OF BUILDING PERMITS BUT EXCLUDING REPAIR, REHABILITATION, DEMOLITION, OR RECONSTRUCTION OF EXISTING STRUCTURES DAMAGED AS A RESULT OF THE MAJOR EARTHQUAKE OF OCTOBER 17, 1989, AND DECLARING THE URGENCY THEREOF

WHEREAS, on October 18, 1989, the City Council of the City of Watsonville declared that due to a major earthquake on October 17, 1989, that a state of emergency exists throughout the City; and

WHEREAS, as a result of said earthquake over 571 residential buildings and 34 commercial/industrial buildings have suffered either minor, major or complete damage; and

WHEREAS, the inspection of damaged buildings and the repair, rehabilitation, demolition and reconstruction of said damaged buildings must receive the utmost attention of City Staff; and

WHEREAS, in order to permit a reasonable period of time within which the City staff may devote to the inspection of buildings damaged as a result of said earthquake and to cause their repair, rehabilitation, demolition or reconstruction as quickly as possible, it is necessary to place a moratorium on the issuance of building permits except for repair, rehabilitation, demolition or reconstruction of existing structures, damaged as a result of the major earthquake of October 17, 1989, grading permits necessary thereto and to ban applications for all building, grading, plot maps,

and all other documents that normally lead to the issuance of building permits.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF WATSONVILLE, DOES ORDAIN AS FOLLOWS:

Section 1. A moratorium is hereby declared on the issuance of building permits except for permits to repair, rehabilitate, or reconstruct structures damaged as a result of the major earthquake of October 17, 1989, and upon the issuance of grading permits necessary thereto.

Section 2. A moratorium is hereby declared on the filing of all applications before the Planning Department, Building Department, and Public Works Department for all building, grading, plot maps, and all other documents that normally lead to the issuance of building permits, except for repair, rehabilitation, or reconstruction of existing structures damaged as a result of the major earthquake of October 17, 1989.

Section 3. This ordinance shall take effect and be in force immediately upon its adoption, and shall remain in effect until forty-five (45) days from the date of its adoption, unless otherwise modified by Ordinance.

Section 4. This Council finds and determines that the moratorium must be imposed in order to protect and preserve the public interest, health, safety, comfort and convenience, and to preserve the public welfare; that it is necessary to preserve the public health and safety against the possibility of allowing building

construction without the possibility of adequate resources such as water supply, wastewater treatment, solid waste disposal and other services; that it is further necessary to protect all of the citizens of Watsonville against possible financial and economic losses in the event City resources and services are strained and there is demand beyond capabilities.

Section 5. Any provisions of the Watsonville Municipal Code or other Ordinances of the City inconsistent herewith, to the extent of such inconsistencies and no further, is suspended during the moratorium.

Section 6. If any provision of this ordinance is held to be unconstitutional herewith, to the extent of such inconsistencies and no further, is suspended during the moratorium.

Section 7. This ordinance is declared to be an emergency measure adopted pursuant to the provisions of Section 602 of the Watsonville City Charter and is necessary to preserve the public peace, health, safety and property, and the general welfare and the urgency for its adoption is set forth in the findings above.

Section 8. The City Clerk is hereby directed to cause this ordinance to be published once in the official newspaper within fifteen (15) days after its adoption.

****

The foregoing emergency ordinance was introduced at a regular meeting of the Council of the City of Watsonville, held on the _____ day of _____, 1989, by Council Member _____, who moved its adoption, which motion being duly seconded by Council Member _____, was upon roll call carried and the emergency ordinance adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

_____
MAYOR

ATTEST:

_____
CITY CLERK

ORDINANCE NO. _____ (CM)

AN EMERGENCY ORDINANCE OF THE CITY OF WATSONVILLE EXEMPTING CERTAIN BUILDINGS FROM SECTION 14-20-080 OF THE WATSONVILLE MUNICIPAL CODE GOVERNING THE REPLACEMENT OF DAMAGED OR DESTROYED NON-CONFORMING USES

WHEREAS, on October 18, 1989, the City Council of the City of Watsonville declared that due to a major earthquake on October 17, 1989, that a state of emergency exists throughout the City; and

WHEREAS, as a result of said earthquake over 571 residential buildings and 34 commercial/industrial buildings have suffered either minor, major or complete damage; and

WHEREAS, certain of said buildings are in immediate need of repair and rehabilitation in order to safeguard and protect the public health, safety and welfare; and

WHEREAS, the imposition of Section 14-20.080 of the Watsonville Municipal Code as to any buildings damaged more than sixty (60%) percent of its market value as a result of said earthquake would cause an undue hardship on the those individuals whose buildings suffered said damage; and

WHEREAS, it is necessary to suspend the operation of Section 14-20.080 as to any building damaged as a result of said earthquake to protect and preserve the public interest, health, safety, comfort and convenience, and preserve the public welfare by allowing the prompt repair and rehabilitation of certain said said buildings.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF WATSONVILLE, DOES ORDAIN AS FOLLOWS:

Section 1. Those buildings in the City of Watsonville which have been damaged more than sixty (60%) percent of its market rate, as a result of the major earthquake on October 17, 1989, and any of its aftershocks shall be exempt from the requirements of Section 14-20.080 of the Watsonville Municipal Code, provided that any such building is restored, reconstructed or used as before and that such be initiated within three (3) months and be substantially completed within six (6) months after such happening.

Section 2. This ordinance shall take effect and be in force immediately upon its adoption, and shall remain in effect until midnight of April 23, 1990, unless otherwise modified by Ordinance.

Section 3. This Council finds and determines that the exemption must be imposed in order to protect and preserve the public interest, health, safety, comfort and convenience, and to preserve the public welfare; that it is necessary to preserve the public health and safety against the possibility of illegal building repair or construction without the obtaining of building permits because a building has suffered damage in excess of sixty (60%) percent of its market value; that it is further necessary to protect all of the citizens of Watsonville against possible financial and economic losses resulting from said earthquake.

Section 4. Any provisions of the Watsonville Municipal Code or other Ordinances of the City inconsistent herewith, to the extent of such inconsistencies and no further, is suspended during the moratorium.

Section 5. If any provision of this ordinance is held to be unconstitutional herewith, to the extent of such inconsistencies and no further, is suspended during the moratorium.

Section 6. This ordinance is declared to be an emergency measure adopted pursuant to the provisions of Section 602 of the Watsonville City Charter and is necessary to preserve the public peace, health, safety and property, and the general welfare and the urgency for its adoption is set forth in the findings above.

Section 7. The City Clerk is hereby directed to cause this ordinance to be published once in the official newspaper within fifteen (15) days after its adoption.

****

The foregoing emergency ordinance was introduced at a regular meeting of the Council of the City ofWatsonville, held on the _____ day of _____, 1989, by Council Member _____, who moved its adoption, which motion being duly seconded by Council Member _____, was upon roll call carried and the emergency ordinance adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

_____
MAYOR

ATTEST:

_____
CITY CLERK

ORDINANCE NO. ORD-2018-021

AN URGENCY AND INTERIM ORDINANCE OF THE COUNCIL OF THE CITY OF SANTA ROSA AMENDING CHAPTER 10-44 OF THE SANTA ROSA CITY CODE TO EXTEND THE TEMPORARY PROHIBITION ON RENTAL HOUSING PRICE GOUGING

THE PEOPLE OF THE CITY OF SANTA ROSA DO ENACT AS FOLLOWS:

Section 1. Findings. The City Council finds and determines, based on evidence and records presented, that:

A. Beginning on the evening of October 8, 2017, and continuing for days thereafter, a series of wildfire events, identified as the Tubbs and Nuns Fires (Fires) burned over 90,000 acres in Sonoma County and damaged or destroyed approximately 3000 homes and 30 commercial structures within the boundaries of the City of Santa Rosa; and

B. On October 9, 2017, the City Manager, in his capacity as Director of Emergency Services, proclaimed the existence of local emergency in the City of Santa Rosa; and

C. On October 9, 2017, the Governor of the State of California proclaimed a State of Emergency for Sonoma and other counties; and

D. On October 10, 2017, President Donald J. Trump declared the existence of a major disaster in the State of California and ordered Federal aid to supplement State and local recovery efforts in the areas affected by wildfires, beginning on October 8, 2017; and

E. On October 13, 2017, the City Council adopted Resolution No. RES-2017-201 ratifying the City Manager's proclamation of the existence of a local emergency; and

F. Penal Code Section 396 ("Section 396") controls price increases for rental housing for an initial period of thirty (30) days after declaration of an emergency by the President, Governor or local agency, and generally prohibits charging a price that exceeds by more than ten percent (10%) the price of the rental unit before the declaration of emergency. The Governor may extend the price controls of Section 396 beyond the initial period of thirty (30) days as needed to protect the lives, property or welfare of the community. Nothing in Section 396 preempts the City's ability to prohibit the same or similar conduct, or impose a more severe penalty for the conduct prohibited by Section 396; and

G. On October 18, 2017, the Governor of the State of California issued Executive Order B-43-17, which, in relevant part, provided that the provisions of Section 396 prohibiting price gouging would remain in effect until April 18, 2018, and waived the thirty (30) day time period limitation set forth in Section 396; and

H. On April 13, 2018, the Governor of the State of California issued Executive Order B-51-18 extending the provisions of Penal Code section 396 (b) and (c), prohibiting price gouging in time of emergency, through December 4, 2018 in Lake, Mendocino, Napa, Solano, and Sonoma Counties; and

I. The Council has found that the City of Santa Rosa is experiencing a housing crisis, and prior to the Fires there existed a severe lack of rental housing, particularly rental housing that is affordable to lower and moderate income residents; and

J. The sudden destruction of 3000 homes increased the rental housing shortage by several orders of magnitude and also severely reduced the number of owner-occupied housing units in the City; and

K. City officials have been alerted to the possibility of continuing price gouging by persons offering housing for rent in the City of Santa Rosa, and have been informed that price gouging may also include eviction of existing tenants of rental properties so landlords may evade price gouging restrictions; and

L. The Council finds that, although progress is being made in the rebuilding of homes destroyed by last year's wildfire, the residential rental market still remains severely constrained as a result of the disaster; and

M. On October 24, 2017, City Council adopted Urgency and Interim Ordinance ORD-2017-020 adding Chapter 10-44, Prohibition on Rental Housing Price Gouging, to the Santa Rosa City Code; and

N. Chapter 10-44 established a temporary prohibition on rental housing price gouging and placed temporary restrictions on tenant evictions; and

O. The Council finds that, under present circumstances, continued temporary operation of the provisions of City Code Chapter 10-44 is necessary to protect the lives, property, and welfare of City residents; and

P. Government Code Section 36937(b) allows an ordinance to take effect immediately, if it is an ordinance for the immediate preservation of public peace, health or safety and it contains a declaration of the facts constituting the urgency; and

Q. Section 8 of the Santa Rosa City Charter authorizes the City Council to adopt an urgency measure to take effect immediately upon its adoption if necessary to preserve the public peace, health or safety if such ordinance contains the reasons for its urgency; and

R. Such an urgency measure requires a five-sevenths vote of the City Council for adoption; and

S. The City Council has been provided with information upon which the findings and actions set forth in this Ordinance are based, allowing the Council to adopt this urgency ordinance to be effective upon adoption; and

T. The City Council hereby finds that this Ordinance is necessary for immediate preservation of the public peace, health or safety based upon the findings contained herein.

Section 2. City Code Amendment. Section 10-44.040 Term of Ordinance of the Santa Rosa City Code is amended to read as follows:

"**10-44.040 Term of Ordinance**

This Ordinance shall be effective immediately upon its adoption and shall continue in effect until at least October 9, 2019, at which time it shall be subject to review by the City Council at a regularly scheduled Council meeting. In the event that the City's proclamation of local emergency due to the October 2017 wildfires is terminated prior to October 9, 2019, this Ordinance shall thereupon be placed on the City Council's agenda for review at the next available regularly scheduled Council meeting."

Section 3. Authority. This Ordinance is enacted pursuant to the City of Santa Rosa's general police powers, Section 8 of the Charter of the City of Santa Rosa, Article XI of the California Constitution and Government Code section 36937.

Section 4. Environmental Determination. Adoption of this urgency ordinance is exempt from the provisions of the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

Section 5. Severability. If any section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be invalid and/or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 6. Effective Date. This Ordinance shall take effect immediately upon its adoption.

IN COUNCIL DULY PASSED AND ADOPTED this 27th day of November, 2018.

AYES: (7) Mayor Coursey, Vice Mayor Rogers, Council Members Combs, Olivares, Sawyer, Schwedhelm, Tibbets
NOES:
ABSENT:
ABSTAIN:

ATTEST: Daisy Gomez, City Clerk APPROVED: Chris Coursey, Mayor

APPROVED AS TO FORM: Sue Gallagher, City Attorney

ORDINANCE NO. ( )

URGENCY INTERIM ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, PROHIBITNG RENTAL HOUSING PRICE GOUGING FOLLOWING THE SONOMA COMPLEX FIRE
URGENCY ORDINANCE: 4/5 VOTE REQUIRED

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

Section I. Emergency Findings. This urgency ordinance is adopted pursuant to California Government Code sections 24123(d) and 25131 and Penal Code section 396, and shall take effect immediately upon its approval by at least a four-fifths vote of the Board of Supervisors. The Board finds that this ordinance is necessary for the immediate preservation of the public peace, health and safety, based upon the following facts:

1. Conditions of extreme peril to the safety of persons and property within the County were caused by fast-moving and widespread fires, referred to as the Sonoma Complex Fire, commencing on the 8th day of October, 2017, at which time the Board of Supervisors was not in session.

2. California Government Code section 8630 and Sonoma County Code section 10-5 empower the County Administrator to proclaim the existence of a local emergency when the county is affected or likely to be affected by a public calamity, subject to ratification by the Board of Supervisors at the earliest practicable time.

3. On October 9, 2017, the County Administrator of the County of Sonoma proclaimed the existence of a local emergency within the Sonoma County Operational Area and also requested that the Governor of the State of California make available California Disaster Act Assistance and seek all available forms of disaster assistance and relief programs, including a request for a Presidential Declaration of a Major Disaster.

4. On October 9, 2017, the Governor of the State of California proclaimed a State of Emergency for Sonoma and other counties and has declared Sonoma County eligible for Fire Management Assistance Grant and other relief programs.

5. On October 10, 2011, the Board of Supervisors adopted Resolution No. 17-0389 ratifying the County Administrator's proclamation of the existence of a local emergency with the Sonoma County Operation Area and requesting that the Governor of the State of California make available California Disaster Act Assistance and seek all available forms of disaster

assistance and relief programs, including a request for a Presidential Declaration of a Major Disaster.

6. On October 10, 2017, the President declared the existence of a major disaster in the State of California and ordered Federal aid to supplement state and local recovery efforts in the areas affected by wildfires, including the Sonoma Complex Fire, beginning on October 8, 2017, and continuing.

7. On October 18, 2017, the Governor of the State of California issued Executive Order No. B-43-17, suspending and modifying certain provisions of State law to assist in local recovery efforts for persons affected by the fires in Sonoma and other counties.

8. The Sonoma Complex Fire to date has consumed well over one hundred thousand acres and has led to the destruction of thousands of homes. It is estimated that at least 1500 households in Sonoma County, including unincorporated Sonoma County and municipal jurisdictions within Sonoma County, are without homes.

9. The Board of Supervisors has previously found that Sonoma County is experiencing a housing crisis. Even prior to the Sonoma Complex Fire, there existed in the unincorporated county area a severe lack of rental housing that is affordable to lower and moderate income residents.

10. The housing units destroyed by the Sonoma Complex Fire increased this rental housing shortage by several orders of magnitude and also severely reduced the number of owner-occupied housing units in the County.

11. Destruction of housing units in other nearby counties, including Lake, Napa, Solano and Mendocino Counties further exacerbates the ability of persons who live and work in Sonoma County and have been displaced by the Sonoma Complex Fire to relocate to other housing.

Section II. Rental Housing Price Gouging.

1. Penal Code section 396 ("Section 396") controls price increases for rental housing applies for an initial period of thirty (30) days after declaration of an emergency by the Governor and generally prohibits charging a price that exceeds by more than ten percent (10%) the price of an item before the declaration of emergency. By Executive Order B-43-17, Governor Brown has extended the period in which the Section 396 price gouging prohibitions apply to April 18, 2018. A local legislative body may extend the provisions of Section 396 for additional thirty (30) day periods as needed to protect the lives, property or welfare of its citizens. Nothing in Section 396 pre-empts the County's ability to prohibit the same or similar conduct, or impose a more severe penalty for the conduct prohibited by

Section 396. Section 396 applies to hotels, motels and "...any rental housing with an initial lease term of no longer than one year."

2. County officials have been alerted to the possibility of price gouging by persons offering housing for rent in Sonoma County. Price gouging can also include eviction of existing tenants of rental properties so landlords may take advantage of fire victims whose insurance companies will pay rental rates in excess of what was previously charged for existing tenants.

3. Until April 18, 2018, it shall be unlawful for any person to rent or lease a hotel or motel room, or any dwelling unit, including a vacation rental unit, in the unincorporated areas of the County of Sonoma for more than the average retail price, unless such person can prove that the excess is directly attributable to additional costs resulting from the labor or materials necessary to provide the rental. In such instances, only the actual cost increase may be added to the average retail price.

4. Until April 18, 2018, it shall be unlawful for any person to evict an existing tenant or terminate an existing lease or month-to-month rental agreement and subsequently rent or lease the same dwelling unit, including a vacation rental unit, in the unincorporated areas of the County of Sonoma for more than the average retail price, unless such person can prove that the excess is directly attributable to additional costs resulting from the labor or materials necessary to provide the rental. In such instances, only the actual cost increase may be added to the average retail price.

5. For purposes of this ordinance, the "average retail price" shall be the rental price for the dwelling unit during the thirty (30) day period immediately preceding October 9, 2017.

6. As an alternative to the enforcement provisions contained Section 396 subsections (f) and (g), violations of this section may be enforced by administrative citation, at such time as the proposed Sonoma County Code Section 1-7.6 is adopted.

Section III. Adoption of this Ordinance is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21080(b)(3) regarding projects to maintain and replace property or facilities damaged or destroyed after a declared disaster and Section 21080(b)(4) regarding actions to mitigate or prevent an emergency, and CEQA Guidelines Section 15269(a) regarding maintaining, repairing, restoring, demolishing, or replacing property or facilities damaged or destroyed as a result of a disaster stricken area in which a state of emergency has been proclaimed by the Governor pursuant to the California Emergency Services Act, commencing with Section 8550 of the Government Code.

Section IV. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The Board of Supervisors hereby declares that it would have passed this Ordinance and every section, subsection, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

Section V. This Ordinance shall be and the same is hereby declared to be in full force and effect immediately upon its passage by a four-fifths (4/5) vote. A fair and accurate summary of this ordinance shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Supervisors voting for or against the same, in *The Press Democrat*, a newspaper of general circulation published in the County of Sonoma, State of California.

In regular session of the Board of Supervisors of the County of Sonoma, introduced and passed on the 24th day of October, 2017, on regular roll call of the members of said Board by the following vote:

SUPERVISORS:

Gorin: ___ Rabbitt: ___ Gore: ___ Hopkins: ___ Zane:___

Ayes: _____ Noes: _____ Absent: _____ Abstain: ____

WHEREUPON, the Chair declared the above and foregoing Ordinance duly adopted and

SO ORDERED.

_____
Chair, Board of Supervisors
County of Sonoma

ATTEST:

_____
Sheryl Bratton,
Clerk of the Board of Supervisors

ORDINANCE NO. 6209

URGENCY INTERIM ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, PROHIBITNG THE ISSUANCE OF VACATION RENTAL PERMITS TO FACILITATE EMERGENCY HOUSING FOR PERSONS DISPLACED BY THE SONOMA COMPLEX FIRE
URGENCY ORDINANCE: 4/5 VOTE REQUIRED

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

Section I. Emergency Findings. This urgency ordinance is adopted pursuant to California Government Code section 65858 and shall take effect immediately upon its approval by at least a four-fifths vote of the Board of Supervisors, for a period of no more than 45 days unless extended after notice and public hearing. The Board finds that this ordinance is necessary for the immediate preservation of the public peace, health and safety, based upon the following facts:

1. Conditions of extreme peril to the safety of persons and property within the County were caused by fast-moving and widespread fires, referred to as the Sonoma Complex Fire, commencing on the 8th day of October, 2017, at which time the Board of Supervisors was not in session.

2. California Government Code section 8630 and Sonoma County Code section 10-5 empower the County Administrator to proclaim the existence of a local emergency when the county is affected or likely to be affected by a public calamity, subject to ratification by the Board of Supervisors at the earliest practicable time.

3. On October 9, 2017, the County Administrator of the County of Sonoma proclaimed the existence of a local emergency within the Sonoma County Operational Area and also requested that the Governor of the State of California make available California Disaster Act Assistance and seek all available forms of disaster assistance and relief programs, including a request for a Presidential Declaration of a Major Disaster.

4. On October 9, 2017, the Governor of the State of California proclaimed a State of Emergency for Sonoma and other counties and has declared Sonoma County eligible for Fire Management Assistance Grant and other relief programs.

5. On October 10, 2011, the Board of Supervisors adopted Resolution No. 17-0389 ratifying the County Administrator's proclamation of the existence of a local emergency with the Sonoma County Operation Area and requesting that the Governor of the State of California make available

California Disaster Act Assistance and seek all available forms of disaster assistance and relief programs, including a request for a Presidential Declaration of a Major Disaster.

6. On October 10, 2017, the President declared the existence of a major disaster in the State of California and ordered Federal aid to supplement state and local recovery efforts in the areas affected by wildfires, including the Sonoma Complex Fire, beginning on October 8, 2017, and continuing.

7. The Sonoma Complex Fire to date has consumed well over one hundred thousand acres and has led to the destruction of thousands of homes. It is estimated that at least 1500 households in Sonoma County, including unincorporated Sonoma County and municipal jurisdictions within Sonoma County, are without homes.

8. The Board of Supervisors has previously found that Sonoma County is experiencing a housing crisis. Even prior to the Sonoma Complex Fire, there existed in the unincorporated county area a severe lack of rental housing that is affordable to lower and moderate income residents.

9. The housing units destroyed by the Sonoma Complex Fire increased this rental housing shortage by several orders of magnitude and also severely reduced the number of owner-occupied housing units in the County.

10. Destruction of housing units in other nearby counties, including Lake, Napa, Solano and Mendocino Counties further exacerbates the ability of persons who live and work in Sonoma County and have been displaced by the Sonoma Complex Fire to relocate to other housing.

11. There are currently more than 1500 dwellings approved for use as vacation rentals in Sonoma County, many of which are operated by owners living off-site. The operation of these properties as vacation rentals reduces the number of dwellings otherwise available for longer term rentals for persons living and working in Sonoma County.

12. The County of Sonoma wishes to consider whether changes or amendments to its existing regulation of vacation rentals are necessary in light of the severity of the housing crisis in Sonoma County, as exacerbated by the Sonoma Complex Fire.

13. Conversion of additional single family housing units, including accessory dwellings and junior accessory dwellings, to vacation rentals presents a current and immediate threat to the public health, welfare and safety based on the facts and findings made herein. Approval of additional vacation rental permits in the County during an interim period in which the County will consider amending or otherwise modifying its existing regulation of

vacation rentals would contribute to the existing housing emergency and lack of rental housing available to persons and families displaced by the Sonoma Complex Fire.

Section II. Temporary Prohibition on Issuance of Vacation Rental Permits.

1. From and after the effective date of this ordinance and during the term of this ordinance and any extension(s) of this ordinance which may be approved pursuant to existing law, no zoning permit and/or use permits for vacation rentals otherwise subject to Sonoma County Code Section 26-88-120 shall be issued by the Sonoma County Permit Resources and Management Department. Provisions of the Sonoma County Zoning Ordinance which would otherwise allow vacation rentals in various zoning districts, whether as permitted or conditional uses, shall not allow the issuance of vacation rental permits during the life of this ordinance and any subsequent extension of this ordinance.

2. From and after the effective date of this ordinance and any extension(s) of this ordinance approved pursuant to existing law, no zoning and/or use permit for vacation rental unit(s) currently in process shall be granted and no such permit shall be issued, whether or not said application is considered complete. Provisions of the Sonoma County Zoning Ordinance which would otherwise allow vacation rentals in various zoning districts, whether as permitted or conditional uses, shall not allow the issuance of vacation rental permits currently in process during the life of this ordinance and any subsequent extensions of this ordinance.

Section III. Adoption of this Ordinance is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21080(b)(3) regarding projects to replace property or facilities damaged or destroyed after a declared disaster and Section 21080(b)(4) regarding actions to mitigate or prevent an emergency, and CEQA Guidelines Section 15269(a) regarding maintaining, repairing, restoring, demolishing, or replacing property or facilities damaged or destroyed as a result of a disaster stricken area in which a state of emergency has been proclaimed by the Governor pursuant to the California Emergency Services Act, commencing with Section 8550 of the Government Code.

Section IV. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The Board of Supervisors hereby declares that it would have passed this Ordinance and every section, subsection, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

Section V. This Ordinance shall be and the same is hereby declared to be in full force and effect immediately upon its passage by a four-fifths (4/5) vote and shall continue in

effect for a period of 45 days, unless extended by the Board of Supervisors following notice and public hearing. A fair and accurate summary of this ordinance shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Supervisors voting for or against the same, in *The Press Democrat*, a newspaper of general circulation published in the County of Sonoma, State of California.

In regular session of the Board of Supervisors of the County of Sonoma, introduced and passed on the 24th day of October, 2017, on regular roll call of the members of said Board by the following vote:

SUPERVISORS:

Gorin: Aye Rabbitt: Aye Gore: Aye Hopkins: Aye Zane: Aye

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

WHEREUPON, the Chair declared the above and foregoing Ordinance duly adopted and

SO ORDERED.

Chair, Board of Supervisors
County of Sonoma

ATTEST: Sheryl Bratton
by:

Sheryl Bratton,
Clerk of the Board of Supervisors

ORDINANCE NO. 6248

AN ORDINANCE OF THE BOARD OF SUPERVISORS, COUNTY OF SONOMA, STATE OF CALIFORNIA, AMENDING CHAPTER 40 (SONOMA COMPLEX FIRE DISASTER RECOVERY) OF THE SONOMA COUNTY CODE TO PREVENT ESTABLISHMENT OF NEW VACATION RENTALS WITHIN THE SONOMA COMPLEX FIRES PERIMETER

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

SECTION I. The Board finds and declares that the adoption of this Ordinance is necessary to protect residential lands within the perimeter of the Sonoma Complex Fires from speculative development and conversion to visitor-serving uses. The Board makes the following additional findings in support of the adoption of this ordinance:

1. The proposed amendments to the Sonoma County Code are substantially consistent with the Sonoma County General Plan, including but not limited to the following Housing Element objective and policy:

    a. Housing Element Objective HE1.5, which provides that the County should limit the loss of existing housing stock to visitor-serving uses. This ordinance would prevent conversion of existing housing stock and housing sites to vacation rentals within the perimeter of the Sonoma Complex Fire and during the effective period of Chapter 40.

    b. Housing Element Policy HE-1j, which provides that the County should avoid the loss of residential land in urban land use designations for vacation or time-share uses. This ordinance would prevent the conversion of residential land in urban land use designations to vacation rentals, within the perimeter of the Sonoma Complex Fires and during the effective period of Chapter 40.

2. In light of the housing impacts of the Sonoma Complex Fire combined with the pre-existing housing crisis, there is a continuing and demonstrated need to prevent housing and lands zoned for housing from being converted to visitor-serving uses.

SECTION II. The Board of Supervisors hereby finds and determines that the proposal is exempt from further review under the California Environmental Quality Act (CEQA) under Section 15061 (b)(3) of the CEQA Guidelines, because it can be seen with certainty that there is no possibility that adoption of the proposal may have a significant impact on the environment.

SECTION III. Chapter 40 (Sonoma Complex Fire Disaster Recovery) of the Sonoma County Code is amended as follows:

A. Section 40-21 (Definitions) is amended to add the following definition in its alphabetical order:

"Burn Area" refers to all of that land contained within the California Department of Forestry and Fire Protection (CALFIRE) October 2017 Sonoma Complex Fire Perimeter.

B. New Section 40-47 is added, to read as follows:

Sec. 40-47. – Prohibition on the Establishment and Operation of New Vacation Rentals.

Notwithstanding any contrary provision of this code, the establishment or operation of any vacation rental not previously permitted and legally operating shall be prohibited

within the burn area. Properties on which a fully approved and permitted vacation rental was legally operating prior to the Sonoma Complex Fire may continue to operate upon reconstruction if property ownership has not changed and if the number of guestrooms within the vacation rental does not change. Hosted rentals, as defined in Chapter 26, may be established and operated upon granting of a hosted rental permit and registration for Transient Occupancy Taxes (TOT).

SECTION IV: If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The Board of Supervisors hereby declares that it would have passed this Ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

SECTION V: This Ordinance shall be and the same is hereby declared to be in full force and effect from and after 30 days following the date of its passage and shall be published once before the expiration of fifteen (15) days after passage, with the names of the Supervisors voting for or against the same, in a newspaper of general circulation, published in the County of Sonoma, State of California.

In regular session of the Board of Supervisors of the County of Sonoma, passed and adopted on the 23rd day of October, 2018, on regular roll call of the members of said Board by the following vote:

SUPERVISORS:

Gorin: Aye Rabbitt: Aye Zane: Aye Hopkins: Aye Gore: Aye

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

WHEREUPON, the Chair declared the above and foregoing ordinance duly adopted and

SO ORDERED

Chair, Board of Supervisors
County of Sonoma

ATTEST: SHERYL BRATTON
by:

Sheryl Bratton,
Clerk of the Board of Supervisors

County of Sonoma
State of California

THE WITHIN INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

ATTEST: OCT 3 1 2017

SHERYL BRATTON, Clerk/Secretary
BY C Woodson
DEPUTY CLERK/ASST. SECRETARY

Item Number: 7

Date: October 31, 2017 Resolution Number: 17-0426

☐ 4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Approving An Amendment To Uniform Rule 8.0 of the Sonoma County Uniform Rules For Agricultural Preserves And Farmland Security Zones To List Temporary Disaster Housing As A Compatible Use

Whereas, fast-moving catastrophic fires commenced the 8th day of October, 2017 in Sonoma County and surrounding areas, which are collectively referred to as the Sonoma Complex Fire; and

Whereas, on October 9, 2017, the Governor of the State of California proclaimed a State of Emergency for Sonoma and other counties and has declared Sonoma County eligible for Fire Management Assistance Grant and other relief programs; and

Whereas, On October 10, 2017, Presidential Declaration of Major Disaster DR-4344 was issued; and

Whereas, the Sonoma Complex Fire to date has consumed well over one hundred thousand acres, including land within agricultural preserves, and has led to the destruction of thousands of homes. It is estimated that thousands of households in Sonoma County, including unincorporated Sonoma County and municipal jurisdictions within Sonoma County, are without homes; and

Whereas, the housing units destroyed by the Sonoma Complex Fire increased Sonoma County's rental housing shortage by several orders of magnitude and also severely reduced the number of owner-occupied housing units in the County; and

Whereas, destruction of housing units in other nearby counties, including Lake, Napa, Solano and Mendocino Counties further exacerbates the ability of persons who live and work in Sonoma County and have been displaced by the Sonoma Complex Fire to relocate to other housing; and

Whereas, the preservation of a maximum amount of the limited supply of agricultural land is necessary to the conservation of the state's economic resources, and is necessary not only for the maintenance of the agricultural economy of the state, but also for the

assurance of adequate, healthful and nutritious food for residents of the state and the nation; and

Whereas, the California Legislature enacted the California Land Conservation Act of 1965, also known as the Williamson Act, (Government Code §51200 et seq.), which authorizes counties to establish agricultural preserves and to enter into voluntary contracts with owners of qualifying land within the preserves to restrict the use of land to agricultural use, open space use, and uses compatible with agricultural or open space uses, in exchange for property tax savings; and

Whereas, pursuant to the California Land Conservation Act, Government Code §51231, the Board of Supervisors shall adopt uniform rules to govern the administration of the County's agricultural preserve program; and

Whereas, the Board of Supervisors, after making certain findings under Government Code Section 51238.1, may list in its uniform rules certain uses of contracted land as uses that are compatible with the agricultural use of contracted lands; and

Whereas, consistent with Government Code Section 51220.5, in determining the type of uses to be deemed "compatible uses," the Board of Supervisors recognizes that the Legislature has found that agricultural operations are often hindered or impaired by uses which increase the density of the permanent or temporary human population of the agricultural area; and

Whereas, on December 13, 2011, by Resolution Number 11-0678, the Sonoma County Board of Supervisors adopted updated Uniform Rules for Agricultural Preserves and Farmland Security Zones ("Uniform Rules") to govern local administration of the County's agricultural preserve program; and

Whereas, since December 2011, the Board of Supervisors amended the Uniform Rules three times: on July 31, 2012, by Resolution No. 12-0379; on May 7, 2013, by Resolution No. 13-0186; and on December 20, 2016 by Resolution No. 16-0485; and

Whereas, the temporary disaster housing satisfies the principles of compatibility stated at Government Code Section 5238.1(a); and

Whereas, the County of Sonoma desires to tailor its Williamson Act program to meet the unique needs of the County of Sonoma, and to balance immediate disaster recovery efforts with efforts to sustain agricultural operations and maintain long term protection of agricultural lands in the face of such an unprecedented wildfire disaster.

Now, Therefore, Be It Resolved that the Board of Supervisors finds that the foregoing recitals are true and correct; and

Be It Further Resolved that Board of Supervisors finds that adding limited temporary disaster housing to the Uniform Rules as a compatible use is desirable and will appropriately tailor Sonoma County's agricultural preserve program to meet local, regional, state, and national needs for assuring adequate, healthful and nutritious food for future residents; and

Be It Further Resolved that the Board of Supervisors makes the following findings concerning the use of contracted land for temporary disaster housing, where the land qualifies for a Land Conservation Contract based on qualifying agricultural use of the land:

1. The use will not significantly compromise the long-term productive agricultural capability of contracted lands in agricultural preserves in Sonoma County because the current requirement that contracted land must be devoted to agricultural use will remain unchanged, and because the area that all compatible uses may collectively occupy for any parcel of agricultural contracted land will remain limited to 5 acres or 15% of the land, whichever is less, unless an exception is granted by the Board of Supervisors after making certain findings to ensure compatibility; and

2. The use will not significantly displace or impair current or reasonably foreseeable agricultural operations on contracted lands in agricultural preserves because temporary disaster housing is only permitted as a compatible use if it does not displace current or reasonably foreseeable agricultural operations, and because the Uniform Rules limit the area that all compatible uses may collectively occupy for any parcel of contracted land is limited to 5 acres or 15% of the land, whichever is less, unless an exception is granted by the Board of Supervisors after making certain findings to ensure compatibility; and

3. The use will not result in the significant removal of adjacent contracted lands from agricultural or open space uses because temporary disaster housing as a compatible use will be limited due to the Uniform Rules' limitation on the area that all compatible uses may collectively occupy for any parcel of contracted land, which is 5 acres or 15% of the land under contract, whichever is less, unless an exception is granted by the Board of Supervisors after making certain findings to ensure compatibility; and

4. The use will not result in an increase in the density of the permanent or temporary human population of the agricultural area in a way that hinders or impairs agricultural operations because the proposed use is significantly limited in scope and duration, will not result in the removal of land from agricultural use, will not displace agricultural workers, no additional permanent or temporary residential structures will be allowed, and the temporary disaster housing use is not expected to result in the extension of urban services or infrastructure to agricultural areas.

Be It Further Resolved that the Board of Supervisors amends Uniform Rule 8.0 of the Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones, Section 8.3, A. "Residential Uses," to add subsection 5 as follows:

"5. Temporary disaster housing.

a. Primary dwellings and farm family dwellings listed in subsections 1 and 2 of this Rule 8.3.A, may be temporarily used to house persons who were displaced by wildfires covered by Presidential Declaration of Major Disaster DR-4344.

b. The temporary disaster housing allowed under this subsection 5 may be rented to the displaced persons.

c. The temporary disaster housing allowed under this subsection 5 may not displace or impair current or foreseeable agricultural operations, may not displace agricultural workers, and may not require the extension of urban services or infrastructure.

d. This subsection 5 of Rule 8.3.A. expires on December 31, 2019, unless extended or modified by resolution of the Board of Supervisors."

Be It Further Resolved that adoption of this Resolution is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21080(b)(3) regarding projects to maintain, repair, restore, or replace property or facilities damaged or destroyed as a result of a declared disaster and Section 21080(b)(4) regarding actions to mitigate or prevent an emergency, and CEQA Guidelines Section 15269(a) regarding maintaining, repairing, restoring, demolishing, or replacing property or facilities damaged or destroyed as a result of a disaster stricken area in which a state of emergency has been proclaimed by the Governor pursuant to the California Emergency Services Act, commencing with Section 8550 of the Government Code; and

Be It Further Resolved that the Board of Supervisors hereby directs the Permit and Resource Management Department (Permit Sonoma) to submit this amendment to the Department of Conservation; and

Be It Further Resolved that the Board of Supervisors designates the Clerk of the Board as the custodian of the documents and other materials which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Clerk of the Board, 575 Administration Drive, Room 100-A, Santa Rosa, California 95403; and

Be It Further Resolved that staff shall take all steps necessary to effectuate this action of the Board of Supervisors.

Supervisors:

Gorin: Aye Rabbitt: Aye Gore: Aye Hopkins: Aye Zane: Aye

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

So Ordered.

County of Sonoma
State of California

THE WITHIN INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

ATTEST: NOV 07 2017

SHERYL BRATTON, Clerk/Secretary
BY _____ DEPUTY CLERK/ASST. SECRETARY

Item Number: 16

Date: November 7, 2017 Resolution Number: 17-0438

☐ 4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Approving An Amendment To Uniform Rule 8.0 of the Sonoma County Uniform Rules For Agricultural Preserves And Farmland Security Zones To List Additional Types of Temporary Disaster Housing As A Compatible Use

Whereas, fast-moving catastrophic fires commenced the 8th day of October, 2017 in Sonoma County and surrounding areas, which are collectively referred to as the Sonoma Complex Fire;

Whereas, on October 9, 2017, the Governor of the State of California proclaimed a State of Emergency for Sonoma and other counties and has declared Sonoma County eligible for Fire Management Assistance Grant and other relief programs;

Whereas, On October 10, 2017, Presidential Declaration of Major Disaster DR-4344 was issued;

Whereas, the Sonoma Complex Fire to date has consumed well over one hundred thousand acres, including land within agricultural preserves, and has led to the destruction of thousands of homes. It is estimated that thousands of households in Sonoma County, including unincorporated Sonoma County and municipal jurisdictions within Sonoma County, are without homes;

Whereas, the housing units destroyed by the Sonoma Complex Fire increased Sonoma County's rental housing shortage by several orders of magnitude and also severely reduced the number of owner-occupied housing units in the County;

Whereas, destruction of housing units in other nearby counties, including Lake, Napa, Solano and Mendocino Counties further exacerbates the ability of persons who live and work in Sonoma County and have been displaced by the Sonoma Complex Fire to relocate to other housing;

Whereas, the preservation of a maximum amount of the limited supply of agricultural land is necessary to the conservation of the state's economic

resources, and is necessary not only for the maintenance of the agricultural economy of the state, but also for the assurance of adequate, healthful and nutritious food for residents of the state and the nation;

Whereas, the California Legislature enacted the California Land Conservation Act of 1965, also known as the Williamson Act, (Government Code §51200 et seq.), which authorizes counties to establish agricultural preserves and to enter into voluntary contracts with owners of qualifying land within the preserves to restrict the use of land to agricultural use, open space use, and uses compatible with agricultural or open space uses, in exchange for property tax savings;

Whereas, pursuant to the California Land Conservation Act, Government Code §51231, the Board of Supervisors shall adopt uniform rules to govern the administration of the County's agricultural preserve program;

Whereas, the Board of Supervisors, after making certain findings under Government Code Section 51238.1, may list in its uniform rules certain uses of contracted land as uses that are compatible with the agricultural use of contracted lands;

Whereas, consistent with Government Code Section 51220.5, in determining the type of uses to be deemed "compatible uses," the Board of Supervisors recognizes that the Legislature has found that agricultural operations are often hindered or impaired by uses which increase the density of the permanent or temporary human population of the agricultural area;

Whereas, on December 13, 2011, by Resolution Number 11-0678, the Sonoma County Board of Supervisors adopted updated Uniform Rules for Agricultural Preserves and Farmland Security Zones ("Uniform Rules") to govern local administration of the County's agricultural preserve program;

Whereas, since December 2011, the Board of Supervisors amended the Uniform Rules three times: on July 31, 2012, by Resolution Number 12-0379; on May 7, 2013, by Resolution Number 13-0186; and on December 20, 2016 by Resolution Number 16-0485;

Whereas, in consideration of the need to balance the agricultural, open space, and residential needs of the community, the Board of Supervisors presently desires to amend the Uniform Rules to permit limited temporary disaster housing that meets certain criteria as an allowed "compatible use" on agricultural land restricted by a Land Conservation Act contract to aid in disaster recovery in a way that does not impair agricultural operations or uses in the short or long term;

Whereas, the allowance of limited temporary disaster housing on contracted land in agricultural preserves is an essential component of the County of Sonoma's larger

housing strategy that seeks to address the need to house an unprecedented number of displaced households, while also avoiding long term or permanent conversion of agricultural lands to residential purposes for the benefit of the public;

Whereas, on October 31, 2017 the Board of Supervisors adopted a resolution to add subsection 5 to Section 8.3 of Rule 8.0 of the Uniform Rules to allow as a compatible use certain temporary housing of persons displaced by the Sonoma Complex Fire on land under a Land Conservation Contract; and

Whereas, the County desires to further modify the Uniform Rules to allow as compatible uses additional temporary housing options for persons displaced by the Sonoma Complex Fire;

Now, Therefore, Be It Resolved that the Board of Supervisors finds that the foregoing recitals are true and correct; and

Be It Further Resolved that Board of Supervisors finds that adding limited temporary disaster housing to the Uniform Rules as a compatible use is desirable and will appropriately tailor Sonoma County's agricultural preserve program to meet local, regional, state, and national needs for assuring adequate, healthful and nutritious food for future residents; and

Be It Further Resolved that the Board of Supervisors makes the following findings concerning the use of contracted land for temporary disaster housing, where the land qualifies for a Land Conservation Contract based on qualifying agricultural use of the land:

1. The use will not significantly compromise the long-term productive agricultural capability of contracted lands in agricultural preserves in Sonoma County because the current requirement that contracted land must be devoted to agricultural use will remain unchanged, and because the area that all compatible uses may collectively occupy for any parcel of agricultural contracted land will remain limited to 5 acres or 15% of the land, whichever is less, unless an exception is granted by the Board of Supervisors after making certain findings to ensure compatibility; and

2. The use will not significantly displace or impair current or reasonably foreseeable agricultural operations on contracted lands in agricultural preserves because temporary disaster housing is only permitted as a compatible use if it does not displace current or reasonably foreseeable agricultural operations, and because the Uniform Rules limit the area that all compatible uses may collectively occupy for any parcel of contracted land is limited to 5 acres or 15% of the land, whichever is less, unless an exception is granted by the Board of Supervisors after making certain findings to ensure compatibility; and

3. The use will not result in the significant removal of adjacent contracted lands from agricultural or open space uses because temporary disaster housing as a compatible use will be limited due to the Uniform Rules' limitation on the area that all compatible uses may collectively occupy for any parcel of contracted land, which is 5 acres or 15% of the land under contract, whichever is less, unless an exception is granted by the Board of Supervisors after making certain findings to ensure compatibility; and

4. The use will not result in an increase in the density of the permanent or temporary human population of the agricultural area in a way that hinders or impairs agricultural operations because the proposed use is significantly limited in scope and duration, will not result in the removal of land from agricultural use, will not displace agricultural workers, no additional permanent residential structures will be allowed, only one recreational vehicle for temporary disaster housing is permitted, and the temporary disaster housing uses is not expected to result in the extension of urban services or infrastructure to agricultural areas.

Be It Further Resolved that the Board of Supervisors amends Uniform Rule 8.0 of the Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones, Section 8.3, A. "Residential Uses," to rescind subsection 5 adopted on October 31, 2017, and replace it with a new section 6 as follows:

6. Temporary disaster housing.

   a. The temporary disaster housing allowed under this subsection 6 may not displace or impair current or foreseeable agricultural operations, may not displace agricultural workers, and may not require the extension of urban services or infrastructure.

   b. Primary dwellings and farm family dwellings listed in subsections 1 and 2 of this Rule 8.3.A, may be temporarily used to house persons who were displaced by wildfires covered by Presidential Declaration of Major Disaster DR-4344.

   c. Guest quarters and pool houses that are allowed as residential accessory structures under subsection 5 of this Rule 8.3.A, may be temporarily used to house persons who were displaced by wildfires covered by Presidential Declaration of Major Disaster DR-4344.

d. Marketing accommodations that are allowed under subsection 2 of Rule 8.3.B, may be temporarily used to house persons who were displaced by wildfires covered by Presidential Declaration of Major Disaster DR-4344.

e. If adequate water, wastewater, and approved source of electricity are available on the parcel to support recreational vehicles, then recreational vehicles may be temporarily located on the contracted land in order to house persons who were displaced by wildfires covered by Presidential Declaration of Major Disaster DR-4344.

f. Nothing in this subsection 6 of Rule 8.3.A. removes or suspends regulatory requirements or authority of the State Department of Housing and Community Development to regulate residential use of recreational vehicles as special occupancy parks or otherwise, other than as such provisions are suspended or modified by State law and/or an Executive Order or emergency proclamation by the Governor.

g. Every recreational vehicle placed on contracted land as temporary disaster housing under this subsection 6 of Rule 8.3.A, and any temporary installation or hook up for water, wastewater, or electric service, shall be removed no later than the expiration date of this subsection 6 of Rule 8.3.A.

h. As used in this subsection 6, "displaced person(s)" means a county resident or residents whose residential dwelling has been destroyed or damaged by the Sonoma Complex Fire, such that the resident(s) cannot occupy the dwelling. Displaced person(s) may be required to provide verification to the county to substantiate their eligibility for temporary disaster housing under this subsection 6 of Rule 8.3.A. Evidence may consist of verification by Federal Emergency Management Agency (FEMA) registration or damage assessment, and/or a driver's license or other government-issued identification card or utility bill, etc. with a physical address showing the resident resided on a legal parcel impacted by the

Sonoma Complex Fire, as determined by the county. Such determination may be made by the director or other county personnel.

i. As used in this subsection 6, "recreational vehicle," means a motor home, travel trailer, truck camper or camping trailer that is (1) self-contained and designed for human habitation for recreational or emergency occupancy; (2) self-propelled, truck-mounted, or permanently towable on California roadways; and (3) a California Department of Motor Vehicles licensed vehicle; or a similar vehicle or structure as determined by the director.

j. This subsection 6 of Rule 8.3.A. expires on December 31, 2019, unless extended or modified by resolution of the Board of Supervisors."

Be It Further Resolved that adoption of this Resolution is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21080(b)(3) regarding projects to maintain, repair, restore, or replace property or facilities damaged or destroyed as a result of a declared disaster and Section 21080(b)(4) regarding actions to mitigate or prevent an emergency, and CEQA Guidelines Section 15269(a) regarding maintaining, repairing, restoring, demolishing, or replacing property or facilities damaged or destroyed as a result of a disaster stricken area in which a state of emergency has been proclaimed by the Governor pursuant to the California Emergency Services Act, commencing with Section 8550 of the Government Code; and

Be It Further Resolved that the Board of Supervisors hereby directs the Permit and Resource Management Department (Permit Sonoma) to submit this amendment to the Department of Conservation; and

Be It Further Resolved that the Board of Supervisors designates the Clerk of the Board as the custodian of the documents and other materials which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Clerk of the Board, 575 Administration Drive, Room 100-A, Santa Rosa, California 95403; and

Be It Further Resolved that staff shall take all steps necessary to effectuate this action of the Board of Supervisors.

IN REGULAR SESSION of the Board of Supervisors of the County of Sonoma, introduced, passed, and adopted this 7th day of November, 2017, on regular roll call of the members of said Board by the following vote:

Supervisors:

Gorin: Aye	Rabbitt: Aye	Gore: Aye	Hopkins: Aye	Zane: Aye
Ayes: 5	Noes: 0	Absent: 0	Abstain: 0	

So Ordered.

EXHIBIT A
CHAPTER 40
SONOMA COMPLEX FIRE DISASTER RECOVERY

Article 02. – General.

Sec. 40.02.010. – Title.

This chapter shall be known as the Sonoma Complex Fire Disaster Recovery Ordinance.

Sec. 40.02.020. – Purpose.

This chapter is enacted for the purpose of modifying and/or temporarily suspending various county housing, permitting and health and safety codes and policies to allow the fastest possible transition of residents made homeless or displaced by the Sonoma Complex Fire to interim and long term shelter.

Sec. 40.02.030. – Administration.

This chapter shall be administered under the direction of the board of supervisors, by and through the director and other departments specified herein.

Sec. 40.02.040. – Effective Period.

A. The provisions in this chapter shall remain in effect until December 31, 2019, unless otherwise specified herein, subject to extension or modification by the board of supervisors. Unless extended or modified by the board of supervisors, this chapter shall expire on December 31, 2019, and be of no further force or effect.

B. Unless otherwise provided herein, no residential recreational vehicle use or interim housing authorized pursuant to this chapter shall be used for permanent housing after the expiration date of this ordinance.

Article 3. – Glossary.

Sec. 40.03.010. – Purpose.

This article provides definitions of terms and phrases used in this chapter that are technical or specialized, or that may not reflect common usage. If any of the definitions in this article conflict with definitions in other provisions of this code, these definitions shall control for the purposes of this chapter. If a word is not defined in this article, or in other provisions of this code, the director shall determine the correct definition.

Sec. 40.03.020 – Definitions.

CalOES. The California Governor's Office of Emergency Services or successor agency.

Director. The director of the permit and resource management department of the county or his or her authorized representative.

Displaced person(s). A county resident or residents whose residential dwelling has been destroyed or damaged by the Sonoma Complex Fire, such that the resident(s) cannot occupy the dwelling. Displaced person(s) may be required to provide verification to the county to substantiate their eligibility for uses, permits and/or approvals described in this chapter. Evidence may consist of verification by Federal Emergency Management Agency (FEMA) registration or damage assessment, and/or a driver's license or other government-issued identification card or utility bill, etc. with a physical address showing the resident resided on a legal parcel impacted by the Sonoma Complex Fire, as determined by the county. Such determination may be made by the director or other county personnel.

Effective Date. The date of board adoption of this ordinance.

FEMA. The Federal Emergency Management Agency or successor agency.

Recreational vehicle. A motor home, travel trailer, truck camper or camping trailer that is (1) self-contained and designed for human habitation for recreational or emergency occupancy; (2) self-propelled, truck-mounted, or permanently towable on California roadways; and (3) a California Department of Motor Vehicles licensed vehicle; or a similar vehicle or structure as determined by the director.

Sonoma Complex Fire. The series of fires that swept Sonoma County beginning on October 8, 2017, as referenced in board of supervisors resolution number 17-0389, adopted October 10, 2017, and which were the subject of the Proclamation of a State of Emergency by Governor Edmund J. Brown and the Major Disaster Proclamation for California issued by President Donald J. Trump.

Article 4. – Residential Use of Recreational Vehicles.

Sec. 40.04.010. – Residential Use of Recreational Vehicles.

A. Initial use. For a period of 45 days from the Effective Date, residential use and occupancy of recreational vehicles on any residential lot in any zoning district outside of the area affected by the Sonoma Complex Fire shall be allowed without county approval, zoning or building permit, provided that such lots and/or vehicles have temporary septic holding capacity and/or portable toilets that are serviced through routine pumping services or use of dump stations.

B. Recreational vehicles for reconstruction or repair of damaged dwellings. The use of recreational vehicles in any residential zoning district <u>outside of the coastal zone</u> during the term of this ordinance shall be allowed, subject to county approval or permit as applicable, for use by <u>persons</u> displaced ~~persons~~ <u>by the Sonoma Complex Fire</u> ~~who are~~

~~repairing or reconstructing a fire-damaged dwelling on the same or another parcel,~~ subject to the standards in Section 40.04.010.

C. Standards. Other than as provided in Section 40.04.010.A, all residential use of recreational vehicles shall meet the following standards.

1. The property owner or the property owner's authorized agent shall obtain a county temporary use approval or permit and all other required permits. Written consent of the property owner is required in all cases.

2. Residential use of recreational vehicles is limited to vehicles not on a permanent foundation and used to house displaced persons during the Effective Period set forth in Section 40.02.040.

3. Residential use of recreational vehicles shall be located outside the boundaries of any recorded easements.

4. The recreational vehicle shall be connected to an approved source of water meeting one of the following criteria:

   a. Public water supply;

   b. Existing well provided that it has been approved by the director as safe for domestic consumption; or

   c. Other water source approved by the director.

5. The recreational vehicle shall be connected to an approved sewage disposal system meeting one of the following criteria:

   a. Public sewer system;

   b. Existing on-site sewage disposal system that has been approved by the director to be intact, adequately sized, and functioning following the disaster;

   c. Temporary holding tank with a contract with a pumping company for regular pumping. A copy of the contract shall be provided to the director; or

   d. Other method of sewage disposal approved by the director.

6. The recreational vehicle shall be connected to an approved source of electricity meeting one of the following criteria:

   a. Permitted electrical service hook-up; or

b. Other power source approved by the director.

7. Residential use of recreational vehicles under this ordinance shall not be allowed in an area with health and safety hazards as determined by the director.

8. Recreational vehicles for residential use on fire-affected sites shall meet the following additional standards:

   a. Residential use of recreational vehicles on fire-affected sites shall be permitted only on parcels on which a permitted or legally established residence was destroyed, or damaged and rendered uninhabitable as determined by the director as a result of the Sonoma Complex Fire. Proof that a destroyed or damaged residence was permitted or legally established shall be verified by the director based on prior final building permit or assessor's records, or other documentation satisfactory to the director.

   b. Except as provided herein, no county approval or permit for residential use of a recreational vehicle shall be issued until the site is approved for reconstruction by the county, CalOES or FEMA.

   c. Recreational vehicles may be located within Zoning Ordinance setback areas, other than riparian setbacks, such that placement of the recreational vehicle will allow for unobstructed reconstruction on the site.

9. Recreational vehicles for residential use on lots not affected by the Sonoma Complex Fire shall comply with all Zoning Ordinance and riparian setback requirements.

D. Removal and disconnection. Every recreational vehicle placed on any site for residential use as permitted by this Chapter shall be disconnected from sewer, septic, water and/or power connections and removed from the site on which it is located no later than the expiration date of this ordinance.

Article 5 – Additional Housing Provisions

Sec. 40.05.010. – Suspension of Occupancy Limits on Seasonal Farmworker Housing.

This code currently allows seasonal farmworker housing and extended seasonal farmworker housing in certain agricultural districts, to be occupied for not more than one hundred eighty (180) days in any calendar year and subject to regulation pursuant to Title 25 of the California Code of Regulations. Notwithstanding any contrary provision in this code, seasonal farmworker housing and extended seasonal farmworker housing may be occupied for up to 365 days in any calendar year, provided that such seasonal farmworker housing or extended seasonal farmworker housing shall remain subject to all other existing regulations and limitations, standards, except

that the park and traffic mitigation fees described in County Code section 26-88-010(l)(13) shall not become due or payable as the result of interim housing use.

Sec. 40.05.020. – Rental of Existing Guest Houses, Pool Houses and Residential Accessory Structures.

Notwithstanding any contrary provision in this code, existing guest houses, pool houses, and residential accessory structures may be rented as interim housing for persons displaced by the Sonoma Complex Fire, but shall remain subject to all other existing regulations and limitations.

Sec. 40.05.030. – Rental of Existing Promotional or Marketing Accommodations, Farmstays, Bed and Breakfast Inns, Resorts, Retreats, Camps or other similar uses.

Notwithstanding any contrary provision in this code or use permit conditions, existing rental or residential occupancy of promotional or marketing accommodations, farmstays, bed and breakfast inns, resorts, retreats, camps or other similar visitor serving uses shall be allowed as interim housing for persons displaced by the Sonoma Complex Fire.

Sec. 40.05.035. – Use and Rental of ~~Certain~~ Existing Dwellings and Recreational Vehicles on Agricultural Parcels.

A. Existing dwellings. Notwithstanding any contrary provision in this code, ~~or the contrary terms of any agricultural easement or land conservation contract made pursuant to this code~~, existing main or primary dwellings and farm family dwellings on agricultural parcels may be used by or rented to persons displaced by the Sonoma Complex Fire, provided that such use or rental does not displace agricultural employees or farm workers.

B. Recreational vehicles. Notwithstanding any contrary provision in this code, one or more recreational vehicles as defined herein may be placed on LIA, LEA and/or DA parcels outside of the coastal zone for use or rental by persons displaced by the Sonoma Complex Fire, subject to county permit or approval, and subject to the following standards.

   1. All installations of recreational vehicles for residential use shall meet the standards for wastewater disposal, water and electrical power connections set forth in Section 40.04.010.C.

   2. Additional capacity for disposal of wastewater may be achieved by placement of holding tank(s) on the parcel consistent with Section 40.04.010.C.

C. Nothing in this ordinance removes or suspends regulatory requirements or authority of the State Department of Housing and Community Development to regulate residential use of recreational vehicles as special occupancy parks or otherwise, other than as such provisions are suspended or modified by State law and/or an Executive Order or emergency proclamation by the Governor.

Sec. 40.05.040. – Fee Waivers for Accessory Dwelling Units.

A. Purpose. The code currently requires payment of permit processing fees and development fees in connection with applications for new accessory dwelling units (ADUs). Notwithstanding any contrary provision in this code, for fire-affected parcels where the primary dwelling is reconstructed, new ADU applications shall be eligible for fee waivers in accordance with this section.

B. Internal conversions. When a reconstructed single-family dwelling that was previously connected to public sewer service is built to the originally permitted dimensions without changing the footprint or square footage of the original dwelling, building permit processing fees shall be waived for an accessory dwelling unit (ADU) that is incorporated into the interior of the dwelling. No development fees are applicable. The ADU shall conform with all other applicable codes and standards, including Sec. 26-88-060, and shall be identified in the application submittal.

C. Detached ADUs. For any other new ADU that is constructed with a reconstructed single-family dwelling, fees shall be waived as follows, provided that the new ADU is consistent with zoning and meets applicable standards of Sec. 26-88-060 (accessory dwelling units):

1. Building and zoning permit fees.

2. Development fees:

   a. New ADUs up to 750 square feet: development fees waived.

   b. New ADUs between 751-1000 square feet: 50% of development fees waived.

Sec. 40.05.050. – Safe Parking.

A. Safe Parking at Designated County-Owned Facilities. Notwithstanding any contrary provision of Chapter 18 of this code, overnight parking shall be permitted at designated safe parking program sites on county-owned property, subject to the following basic requirements:

1. The site has been approved and designated by the Department of General Services as a "safe parking" site, subject to maximum capacity limitations and any other criteria deemed necessary or appropriate by General Services.

2. Overnight parking shall not be permitted except on designated sites that are actively managed and operated by a legal entity that has been approved by the Director of the Community Development Commission (CDC) and General Services as a safe parking program site manager. The safe parking program site

manager shall ensure that its safe parking site provides the level of services and security commensurate with the overnight parking capacity of the safe parking site, as determined by CDC and General Services.

3. Registration is required for overnight parking at safe parking program sites. Registration shall not exceed the designated capacity of the site. Displaced persons shall have registration priority over other members of the public.

B. Safe Parking Programs on Privately Owned Sites. A safe parking program may be operated on privately owned sites in any zoning district with the permission of the property owner, subject to approval by the Director of CDC and further subject to compliance with any additional requirements that may be deemed reasonably necessary by the Director of CDC in consultation with County Counsel.

Sec. 40.05.060. – Waiver of County Use Permit Requirement for Relocation of Damaged Child Care and Educational Facilities.

Notwithstanding any contrary provision in this code, relocation of any day care center, child care facility, elementary school, junior high school, high school or institution of higher education housed in premises made uninhabitable by the Sonoma Complex Fire may be relocated to existing buildings in MP (Industrial Park), C1 (Commercial Neighborhood), CO (Administrative and Professional Office, PF (Public Facilities), or to any site within an existing religious facility, subject only to a zoning permit, and if required, a building permit for renovations. Nothing in this ordinance waives or affects any State law requirements applicable to such facilities.

Sec. 40.05.070. – Legal Nonconforming Uses and Structures.

A. Structures that Exceed Allowable Density. Notwithstanding any contrary provision of this code, nonconforming residential structures that exceed allowable density may be rebuilt and reconstructed and expanded in floor area by 10% of the original floor area.

B. Structures Damaged or Destroyed by the Sonoma Complex Fire. Notwithstanding any contrary provision of this code, nonconforming residential structures damaged or destroyed by the Sonoma Complex Fire need not be rebuilt on the original foundation footprint. Structures that conform to allowable density may be rebuilt and expanded subject to lot coverage and setback requirements and to all other applicable requirements of the code, provided that the improvements do not increase the existing nonconforming portion of the structure.

ORDINANCE NO. 2018-_____

AN EMERGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN BUENAVENTURA, CALIFORNIA, PERMITTING USE OF RECREATIONAL VEHICLES ON PRIVATE PROPERTY FOR TEMPORARY HOUSING AND USE OF STORAGE CONTAINERS FOR TEMPORARY ON-SITE STORAGE IN THE AREA IMPACTED BY THE THOMAS FIRE

Case No. OA-2-18-44001

The Council of the City of San Buenaventura does ordain as follows:

Section 1. Title.

This Ordinance shall be known as the "Thomas Fire Recreational Vehicle and On-site Storage Emergency Ordinance."

Section 2. Emergency Findings.

This emergency ordinance is adopted pursuant to the San Buenaventura City Charter Section 706 and shall take effect immediately upon its approval by at least a four-fifths vote of the City Council, except if less than all seven members are present, a unanimous vote shall be required. The City Council finds that this ordinance is necessary for the immediate preservation of the public peace, health and safety, based upon the following facts:

A. Conditions of extreme peril to the safety of persons and property within the City of San Buenaventura were caused by fast-moving and widespread fires, referred

to as the Thomas Fire, commencing on or about 10:00 pm on the fourth day of December 2017 at which time the City Council of the City of San Buenaventura was not in session.

B. California Government Code section 8630 and San Buenaventura Municipal Code section 2.370.050 empower the City Manager to proclaim the existence of a local emergency when the City is affected or likely to be affected by a public calamity, subject to ratification by the City Council within seven days thereafter.

C. On December 4, 2017, the City Manager of the City of San Buenaventura proclaimed the existence of a local emergency within the City of San Buenaventura.

D. On December 5, 2017, the Governor of the State of California proclaimed a State of Emergency in Ventura County and ordered that the Office of Emergency Services provide local government assistance to Ventura County and that the California National Guard be mobilized to support disaster response and relief efforts.

E. On December 5, 2017, the State of California submitted a request to the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) for a Fire Management Assistance Declaration for the Thomas Fire. The state's request was approved on December 5, 2017, at 5:05 am EST, and was designated as FEMA-5224-FM-CA.

F. On December 11, 2017, the City Council adopted Resolution No. 2017-055 ratifying the City Manager's proclamation of the existence of a local emergency within the City of San Buenaventura.

G. On December 11, 2017, the City Council adopted Resolution No. 2017-056 ratifying the proclamation of the Public Health Officer for the County of Ventura's declaration of a local public health emergency within the City of San Buenaventura.

H. On December 18, 2017, the City Council adopted Resolution No. 2017-057 re-confirming the City Manager's proclamation of the existence of a local emergency within the City of San Buenaventura and re-confirming the proclamation of the Public Health Officer for the County of Ventura's declaration of a local public health emergency.

I. On January 2, 2018, the President of the United States of America declared the existence of a major disaster in the State of California and ordered Federal aid to supplement state and local recovery efforts in the areas affected by wildfires, including the Thomas Fire, beginning on December 4, 2017, and continuing.

J. On January 8, 2018, the City Council adopted Resolution No. 2018-001 re-confirming the City Manager's proclamation of the existence of a local emergency within the City of San Buenaventura and re-confirming the proclamation of the Public Health Officer for the County of Ventura's declaration of a local public health emergency.

K. On January 8, 2018, the City Council adopted Resolution No. 2018-002 establishing local standards and procedures for cleanup of debris generated by the Thomas Fire, and authorizing abatement of public nuisances following issuance of an inspection and abatement warrant.

L. On January 22, 2018, the City Council adopted Resolution No. 2018-002 re-confirming the City Manager's proclamation of the existence of a local emergency within the City of San Buenaventura and re-confirming the proclamation of the Public Health Officer for the County of Ventura's declaration of a local public health emergency.

M. On February 12, 2018, the City Council adopted Resolution No. 2018-005 re-confirming the City Manager's proclamation of the existence of a local emergency within the City of San Buenaventura and re-confirming the proclamation of the Public Health Officer for the County of Ventura's declaration of a local public health emergency.

N. The Thomas Fire consumed 281,893 acres and has led to the damaging and/or destruction of 1,063 residences in the County of Ventura and County of Santa Barbara, of those 644 are located within the City of San Buenaventura.

O. The City of San Buenaventura is experiencing a housing crisis. Even prior to the Thomas Fire, there existed throughout the City a severe lack of rental housing that is affordable to lower and moderate income residents.

P. The County of Ventura apartment rental market continues to be plagued by exceptionally low vacancy rates under 3 percent, significantly contributing to record high rents.

Q. The housing units destroyed by the Thomas Fire increased this rental housing shortage by several

orders of magnitude and also severely reduced the number of owner-occupied housing units in the City.

R. Destruction of housing units in the nearby Ojai community of Ventura County and Santa Barbara County further exacerbates the ability of persons who live and work in the City of San Buenaventura and have been displaced by the Thomas Fire to relocate to other housing.

S. It is essential that this Ordinance become immediately effective in order to mitigate the current housing crisis aggravated by the Thomas Fire.

Section 3. Thomas Fire Recreational Vehicle Emergency Ordinance.

1) **Definitions.** For purposes of this Ordinance:

a) "Blackwater" shall mean wastewater from toilets.

b) "City" shall mean the City of San Buenaventura.

c) "City Council" shall mean the City Council of the City of San Buenaventura.

d) "Director" shall mean the City's Director of Community Development or his or her designee.

e) "Displaced Person(s)" means a City of San Buenaventura resident or residents who resided in a Qualifying Fire Damaged Structure and cannot occupy the structure. Displaced Person(s) may be required to provide verification to the City to substantiate their eligibility for uses, permits and/or approvals described in this chapter. Evidence may consist of verification by Federal Emergency

Management Agency (FEMA) registration or damage assessment, and/or a driver's license or other government-issued identification card or utility bill, etc. with a physical address showing the resident resided on a legal parcel impacted by the Thomas Fire, as determined by the City. Such determination may be made by the Director or other City personnel.

f) "Graywater" shall mean wastewater from household use other than toilets.

g) "Qualifying Fire Damaged Structure" means any structure damaged by the Thomas Fire that is classified by the Cal Fire Office of the State Fire Marshall in the Thomas Incident Damage Inspection Report as moderate damage (26% to 50% loss), major damage (51% to 75% loss) or destroyed (76% to 100% loss).

h) "Recreational Vehicle" shall mean a motor home, travel trailer, truck camper or camping trailer that is (1) self-contained and designed for human habitation for recreational or emergency occupancy; (2) self-propelled, truck-mounted, or permanently towable on California roadways; and (3) a California Department of Motor Vehicles licensed vehicle; or a similar vehicle or structure as determined by the Director.

i) "Thomas Fire" means the fires that swept Ventura County and Santa Barbara County beginning on December 4, 2017, as referenced in the City Council's Resolution Number 2017-055, adopted December 11, 2017, and which were the subject of the Proclamation of a State of Emergency by Governor Edmund J. Brown and the Major Disaster Proclamation for California issued by President Donald J. Trump.

2) **Term of this Ordinance.**

This Ordinance shall take effect immediately upon adoption and shall remain in effect until December 4, 2020.

3) **Recreational Vehicles for reconstruction or repair of damaged dwellings.**

a) The use of Recreational Vehicles in any R-1, R-2, R-3, and RPD residential zoning district during the term of this ordinance shall be allowed, subject to City approval and issuance of a permit by the Planning Division, for use by Displaced Persons who are repairing or reconstructing a fire-damaged dwelling on the same or another parcel, subject to the standards in this section.

b) All applicants shall provide the following information in the application for the permit:

(1) The applicant's name.

(2) The year, make, model and license plate number of the Recreational Vehicle to be used as a temporary residence.

(3) Identify the location where the Recreational Vehicle will be used as a temporary residence.

(4) State whether the applicant is the owner of the property where the Recreational Vehicle will be used as a temporary residence, and if not the owner of the property, provide written consent to reside in the Recreational Vehicle on said property.

(5) Identify deed restrictions or Conditions, Covenants & Restrictions ("CC&R's") which would prohibit the placement of a Recreational Vehicle at the property where the applicant intends to reside in the recreation vehicle.

4) **Standards**.

Other than as provided in this section, all residential use of Recreational Vehicles shall meet the following standards:

a) The property owner or the property owner's authorized agent shall obtain a City temporary permit. Written consent of the property owner is required in all cases.

b) Residential use of Recreational Vehicles is limited to vehicles not on a permanent foundation and used to house Displaced Persons during the effective period set forth in the "Term of this Ordinance" above.

c) Residential use of Recreational Vehicles is limited to a single vehicle for habitation per lot.

d) The Recreational Vehicle shall be connected to an approved source of water meeting the following criteria:

(1) Public water supply by way of a temporary hose bib with check valve; a Building & Safety Division issued plumbing permit and inspection is required.

e) The Recreational Vehicle shall be connected to an approved sewage disposal system meeting the following criteria:

(1) All wastewater from toilets within the Recreational Vehicle shall be stored in a Blackwater tank either within the Recreational Vehicle or an external tank which shall be serviced by a licensed wastewater disposal service.

(2) All wastewater from any sources within the recreational vehicle other than toilets shall be stored in either a Blackwater tank or Graywater tank either within the Recreational Vehicle or an external tank which shall be serviced by a licensed wastewater disposal service.

(3) As a condition of receiving a City temporary permit under this section, applicants must present to the City at the time of submitting the application for a permit to utilize a Recreational Vehicle as a temporary residence, proof in the form of a contract for the removal of wastewater from the Recreational Vehicle's wastewater tank system; or identify the business name, address and phone number of a local wastewater disposal service where the Recreational Vehicle will be serviced for wastewater removal.

(4) The wastewater tank(s) shall be serviced by a licensed wastewater disposal service for the entirety of the time the Recreational Vehicle is utilized as a temporary residence under this section.

(5) Composting toilets cannot substitute for toilets connected to a Blackwater tank.

f) The Recreational Vehicle shall be connected to an approved source of electricity.

g) Residential use of Recreational Vehicles under this ordinance shall not be allowed on any street.

h) Residential use of Recreational Vehicles shall be located outside the boundaries of any recorded easements.

i) Recreational Vehicles for residential use on fire-affected sites shall meet the following additional standards:

(1) Residential use of Recreational Vehicles on fire-affected sites shall be permitted only on parcels on which a permitted or legally established residence was destroyed, or damaged and rendered uninhabitable as determined by the Director as a result of the Thomas Fire. Proof that a destroyed or damaged residence was permitted or legally established shall be verified by the Director based on prior final building permit or assessor's records, or other documentation satisfactory to the Director.

(2) Except as provided herein, no City approval or permit for residential use of a Recreational Vehicle shall be issued until the site has been issued a CalRecycle Certification of debris removal or property cleanup completion certification through the City.

(3) Recreational Vehicles may be located within Zoning Ordinance setback areas such that placement of the Recreational Vehicle will allow for unobstructed reconstruction on the

site. Recreational Vehicles may be moved about the site during reconstruction.

k) Recreational Vehicles for residential use on lots not affected by the Thomas Fire shall obtain written authorization from the property owner and shall comply with all Zoning Ordinance setback requirements, except for parking and / or lot coverage requirements.

5) **Display of permit.**

Any permit for use of a Recreational Vehicle as a temporary residence shall be displayed on the front windshield of the Recreational Vehicle and shall be visible from outside the Recreational Vehicle at all times the vehicle is stationary and being used as temporary housing.

6) **Duration of permit.**

Any permit for use of a Recreational Vehicle as a temporary residence shall be valid for a period of 18 months from date of issuance. The permit may be extended one additional period of 18 months.

7) **Cessation of use of Recreational Vehicle for temporary housing.**

Within 45 days of occupancy of the primary residence or additional dwelling unit, the Recreational Vehicle must cease being used as a temporary residence under this ordinance and storage of the Recreational Vehicle shall comply with applicable City ordinances.

Section 4. Temporary On-site Storage Emergency Ordinance.

1) **Definitions.** For purposes of this Ordinance:

a) "City" shall mean the City of San Buenaventura.

b) "City Council" shall mean the City Council of the City of San Buenaventura.

c) "Director" shall mean the City's Director of Community Development or his or her designee.

d) "Displaced Person(s)" means a City of San Buenaventura resident or residents who resided in a Qualifying Fire Damaged Structure and cannot occupy the structure. Displaced Person(s) may be required to provide verification to the City to substantiate their eligibility for uses, permits and/or approvals described in this chapter. Evidence may consist of verification by Federal Emergency Management Agency (FEMA) registration or damage assessment, and/or a driver's license or other government-issued identification card or utility bill, etc. with a physical address showing the resident resided on a legal parcel impacted by the Thomas Fire, as determined by the City. Such determination may be made by the Director or other City personnel.

e) "Qualifying Fire Damaged Structure" means any structure damaged by the Thomas Fire that is classified by the Cal Fire Office of the State Fire Marshall in the Thomas Incident Damage Inspection Report as moderate damage (26% to 50% loss), major damage (51% to 75% loss) or destroyed (76% to 100% loss).

f) "Thomas Fire" means the fires that swept Ventura County and Santa Barbara County beginning on December 4, 2017, as referenced in the City Council's resolution number 2017-055, adopted December 11, 2017, and which were the subject of the Proclamation of a State of Emergency by

Governor Edmund J. Brown and the Major Disaster Proclamation for California issued by President Donald J. Trump.

2) **Term of this Ordinance**.

This Ordinance shall take effect immediately upon adoption and shall remain in effect until December 4, 2020.

3) **Temporary On-site Storage**.

a) The use of storage units on property with a Qualifying Fire Damaged Structure during the term of this ordinance shall be allowed, subject to City approval and issuance of a permit, for use by Displaced Persons who are repairing or reconstructing a fire-damaged dwelling on the same parcel, subject to the standards in this section.

4) **Standards**.

Other than as provided in this section, all storage units on property with a Qualifying Fire Damaged Structure shall meet the following standards:

a) A maximum of 2 storage units may be placed on property with a Qualifying Fire Damaged Structure.

b) Temporary storage unit(s) will be allowed upon the issuance of a Thomas Fire Temporary Storage permit from the City's Planning Division.

c) Each storage unit shall not exceed 120 gross square feet.

d) Storage unit(s) may be located within Zoning Ordinance setback areas such that placement of the storage unit(s) will allow for unobstructed

reconstruction on the site and may be moved about the site during reconstruction.

5) **Duration of permit.**

Any permit for temporary on-site storage shall be valid for a period of 18 months from date of issuance. The permit may be extended one additional period of 18 months.

6) **Cessation of use of temporary on-site storage.**

Within 45 days of occupancy of the primary residence or additional dwelling unit, the temporary storage unit must cease being used and removed from the property with a Qualifying Fire Damaged Structure.

Section 5. CEQA Compliance.

Adoption of this Ordinance is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to California Public Resources Code Section 21080(b)(3) regarding projects to maintain, repair, restore, or replace property or facilities damaged or destroyed as a result of a declared disaster and section 21080(b)(4) regarding actions to mitigate or prevent an emergency, and CEQA Guidelines section 15269(a) regarding maintaining, repairing, restoring, demolishing, or replacing property or facilities damaged or destroyed as a result of a disaster stricken area in which a state of emergency has been proclaimed by the Governor pursuant to the California Emergency Services Act, commencing with Section 8550 of the California Government Code.

Section 6. Severability Clause.

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this ordinance. The City Council declares that it would have

passed this ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

Section 7. Effective Date.

This Ordinance shall be and the same is hereby declared to be in full force and effect immediately upon its passage by a four-fifths or greater vote. A fair and accurate summary of this Ordinance shall be published once before the expiration of 15 days after said passage, with the names of the City Councilmembers voting for or against the same, in a newspaper of general circulation.

PASSED and ADOPTED this ___ day of _____ 2018.

_____
NEAL ANDREWS, MAYOR

ATTEST:

_____
ANTOINETTE M. MANN, MMC, CRM
CITY CLERK

APPROVED AS TO FORM
Gregory G. Diaz, City Attorney

By: _____ 2-20-18
DIRK DEGENNA Date
Assistant City Attorney

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A17-00596

ORDINANCE NO. 6213

AN URGENCY ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, MODIFYING CHAPTER 40, SONOMA COMPLEX DISASTER FIRE RECOVERY, OF THE SONOMA COUNTY CODE TO ALLOW RESIDENTIAL USE OF RECREATIONAL VEHICLES ON AGRICULTURAL LANDS FOR TEMPORARY DISASTER HOUSING AND MAKE OTHER MINOR CHANGES
: 4/5 VOTE REQUIRED

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

Section I. Emergency Findings. This urgency ordinance is adopted pursuant to California Government Code sections 25123(d) and 25131 and shall take effect immediately upon its approval by at least a four-fifths vote of the Board of Supervisors. The Board finds that this ordinance is necessary for the immediate preservation of the public peace, health and safety, based upon the following facts:

1. Conditions of extreme peril to the safety of persons and property within the County were caused by fast-moving and widespread fires, referred to as the Sonoma Complex Fire, commencing on the 8th day of October, 2017.

2. California Government Code section 8630 and Sonoma County Code section 10-5 empower the County Administrator to proclaim the existence of a local emergency when the county is affected or likely to be affected by a public calamity, subject to ratification by the Board of Supervisors at the earliest practicable time.

3. On October 9, 2017, the County Administrator of the County of Sonoma proclaimed the existence of a local emergency within the Sonoma County Operational Area and also requested that the Governor of the State of California make available California Disaster Act Assistance and seek all available forms of disaster assistance and relief programs, including a request for a Presidential Declaration of a Major Disaster.

4. On October 9, 2017, the Governor of the State of California proclaimed a State of Emergency for Sonoma and other counties and has declared Sonoma County eligible for Fire Management Assistance Grant and other relief programs.

5. On October 10, 2017, the Board of Supervisors adopted Resolution No. 17-0389 ratifying the County Administrator's proclamation of the existence of a local emergency with the Sonoma County Operation Area and requesting that the Governor of the State of California make available California Disaster Act Assistance and seek all available forms of disaster assistance and relief programs, including a request for a Presidential Declaration of a Major Disaster.

6. On October 10, 2017, the President declared the existence of a major disaster in the State of California and ordered Federal aid to supplement state and local recovery efforts in the areas affected by wildfires, including the Sonoma Complex Fire, beginning on October 8, 2017, and continuing.

7. The Sonoma Complex Fire to date has consumed well over one hundred thousand acres and has led to the destruction of thousands of homes. It is estimated that thousands of households in Sonoma County, including unincorporated Sonoma County and municipal jurisdictions within Sonoma County, are without homes.

8. The Board of Supervisors has previously found that Sonoma County is experiencing a housing crisis. Even prior to the Sonoma Complex Fire, there existed in the unincorporated county area a severe lack of rental housing that is affordable to lower and moderate income residents.

9. The housing units destroyed by the Sonoma Complex Fire increased this rental housing shortage by several orders of magnitude and also severely reduced the number of owner-occupied housing units in the County.

10. Destruction of housing units in other nearby counties, including Lake, Napa, Solano and Mendocino Counties further exacerbates the ability of persons who live and work in Sonoma County and have been displaced by the Sonoma Complex Fire to relocate to other housing.

11. On October 24, 2017, the Board of Supervisors adopted an urgency ordinance adding Chapter 40, Sonoma Complex Fire Disaster Recovery, to the Sonoma County Code, to remain in effect until December 31, 2019, unless extended or modified by the Board of Supervisors.

12. On October 31, 2017, the Board of Supervisors adopted a resolution modifying the County's Uniform Rules for Agricultural Preserves and Farmland Security Zones and an urgency ordinance to allow rental of existing dwellings on contracted agricultural parcels to persons displaced by the Sonoma Complex Fire.

13. It is essential that the changes made by this ordinance to the Sonoma County Code and various County housing, permitting and health and safety policies related to use and occupancy of residential dwellings be implemented immediately to allow the fastest possible transition of homeless and displaced residents to interim and long term shelter.

Section II. Chapter 40 of the Sonoma County Code, Sonoma Complex Fire Disaster Recovery, is hereby modified to read in full as set forth in Exhibit A to this ordinance, to remain in effect until December 31, 2019, unless extended or otherwise modified by the Board of Supervisors.

Section III. Adoption of this Ordinance is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21080(b)(3)

regarding projects to maintain, repair, restore, or replace property or facilities damaged or destroyed as a result of a declared disaster and Section 21080(b)(4) regarding actions to mitigate or prevent an emergency, and CEQA Guidelines Section 15269(a) regarding maintaining, repairing, restoring, demolishing, or replacing property or facilities damaged or destroyed as a result of a disaster stricken area in which a state of emergency has been proclaimed by the Governor pursuant to the California Emergency Services Act, commencing with Section 8550 of the Government Code.

Section IV. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The Board of Supervisors hereby declares that it would have passed this Ordinance and every section, subsection, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

Section V. This Ordinance shall be and the same is hereby declared to be in full force and effect immediately upon its passage by a four-fifths (4/5) or greater vote. A fair and accurate summary of this ordinance shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Supervisors voting for or against the same, in *The Press Democrat*, a newspaper of general circulation published in the County of Sonoma, State of California. Pursuant to Government Code section 25124, a complete copy of Exhibit "A" to this ordinance is on file with the Clerk of the Board of Supervisors and is available for public inspection and copying during regular business hours in the office of the Clerk of the Board of Supervisors, 575 Administration Drive, Room100A, Santa Rosa.

In regular session of the Board of Supervisors of the County of Sonoma, introduced and passed on the 7th day of November, 2017, on regular roll call of the members of said Board by the following vote:

SUPERVISORS:

Gorin: Aye Rabbitt: Aye Gore: Aye Hopkins: Aye Zane: Aye

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

WHEREUPON, the Chair declared the above and foregoing Ordinance duly adopted and **SO ORDERED.**

Chair, Board of Supervisors
County of Sonoma

ATTEST: Sheryl Bratton
by: Jain Bratton

Sheryl Bratton,
Clerk of the Board of Supervisors

Avoiding Total Disaster: The Law and Emergencies

Disaster Preparedness Training for Local Government Legal Advisors

Playbook Part 6

Outside Help; Federal/State/Volunteer/Donations

CONFIRMATION OF VERBAL AGREEMENT

FOR EMERGENCY SERVICES

1. The Undersigned Contractor declares that he/she will enter into a service contract with the [City or County] ("[City or County]") containing the following provisions for furnishing all labor, materials, tools, equipment, and any other incidentals necessary to perform the following emergency work:

   _____
   _____
   _____
   _____

2. Work shall be performed at the prices set forth in the attached Schedule of Fees/Quote, with the understanding that the total amount due to Contractor under this Agreement shall not exceed $_____ . Contractor affirms that quoted prices are not excessively inflated, and are not more than 10% higher than the cost of non-emergency services, as per [City or County] Municipal Code Section _____. Contractor shall bill [City or County] per the terms of the attached Schedule.

3. This Agreement is for emergency services and shall expire at the time the work described in Section 1 is completed, or at such time as the immediate need for which the work has been contracted has ended, whichever is sooner. In no event shall this Agreement extend beyond 70 hours after the date of the declaration of Local Emergency.

4. Contractor affirms that emergency services contracts are still subject to prevailing wage and DIR registration requirements. By signing this Agreement, Contractor acknowledges that he/she is familiar with and will follow all prevailing wage rules, and certifies that he/she is a fully licensed and bonded contractor with the State of California, and is registered with the DIR pursuant to Labor Code Section 1725.5, as are any and all contemplated subcontractors.

5. Contractor agrees to indemnify, defend, and hold harmless the [City or County], its elected officials, officers, employees, agents, and volunteers from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by Contractor in the performance of this Agreement.

6. Contractor hereby acknowledges that he or she carries all statutorily required automobile and worker's compensation insurance policies and at least $_____ in general liability insurance. Contractor also agrees to provide [City or County] proof of said policies upon request if needed for any purpose after the termination of this Agreement.

Contractor

By: _____
Title: _____

[City or County]

_____
By Group Leader

_____
By Logistics/Mgmnt Liaison

_____
Requested By: _____

Approved as to Form
Office of [City Attorney or County Counsel]

[Date]

EMPLOYEE LENDING AGREEMENT BETWEEN
[CITY OR COUNTY] AND
[LENDING ENTITY]

This Employee Lending Agreement ("Agreement") is entered into between the [City or County] and [Lending Entity].

1.0 Need

Due to the emergency situation commonly referred to as the "_____ ," the [City or County] is in need of assistance with respect to particular job positions. [Lending Entity] is willing to provide such assistance by lending employees to the [City or County] for particular positions for limited amounts of time.

2.0 Position

The job position subject to this Agreement is "[position]" as described in the attached job description.

3.0 Employees

The names of the [Lending Entity] employees who are subject to this Agreement are _____, _____, and _____ [Lending Entity] employees.

4.0 Term

The term of this Agreement is _____ __, 20__ to _____ __, 20__. This Agreement can be extended only by mutual agreement of the parties in writing for additional periods of five work days.

5.0 Work Assignments

All work assignments will be given to the [Lending Entity] employees by the [City or County]'s [Official's Title] or his or her designee.

6.0 Employee Status

The [Lending Entity] employees, while performing work duties for the [City or County] within the course and scope of employment, shall be considered employees of the [City or County] for purposes of liability and workers' compensation coverages only.

7.0 Hours

The [Lending Entity] employees shall work no more than a combined 9 hours per day for no more than a total of 40 hours during a five day work period.

8.0 Costs

[Lending Entity] will not charge [City or County] for any costs, expenses or reimbursement related to the work performed by the [Lending Entity] employees, whether it be related to compensation, fringe benefits, travel expenses or any other emolument.

9.0 Liability

9.1 Third Party Liability – If any of the [Lending Entity] employees commits an act of negligence during the course and scope of their work for the [City or County], the [City or County] shall be liable under any statutory basis for said negligence, subject to any and all federal and/or state statutory and/or common law immunities and/or defenses applicable to public entities. [City or County] shall not be liable for the conduct of the [Lending Entity] employees while not performing duties for the [City or County] within the course and scope of employment.

9.2 Workers' Compensation – [City or County] will be responsible for the payment of workers' compensation benefits paid to or on behalf of the [Lending Entity] employees with respect to any work related injuries incurred by them arising out of and in the course of their work duties for the [City or County], subject to any and all federal and/or state statutory and/or common law immunities and/or defenses applicable to public entities.

10.0 Interpretation of Agreement

10.1 This Agreement shall be deemed to have been entered into and shall be construed and enforced in accordance with the laws of the State of California as applied to contracts made and to be performed entirely within California.

10.2 This Agreement shall be construed without regard as to who drafted it and shall be interpreted as though all parties hereto participated equally in the drafting of this Agreement.

10.3 Wherever possible, each provision of this Agreement shall be interpreted in such a manner as to be valid under applicable law, but if any provision of this Agreement shall be invalid or prohibited thereunder, such provision shall be ineffective to the extent of such prohibition without invalidating the remainder of such provision or the remaining provisions of this Agreement.

10.4 This Agreement constitutes a single, integrated contract expressing the entire agreement of the parties hereto. There are no other agreements, written or oral, express or implied, between the parties hereto, concerning the subject matter hereof, except the agreements set forth herein.

10.5 This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. [City or County] shall maintain custody of all originals but shall allow any person signing this Agreement to have reasonable access to the original of this document upon reasonable request.

[City or County]
By:_____
Name: [Official Full Name] (Authorized Representative of [City or County])
Title: [Official's Title]
Date: _____ __, 20__
[Street Address]
[City, State, Zip Code]

Tel: [telephone number]

APPROVED AS TO FORM:
[Insert Name]
[City Attorney or County Counsel]

By: _____

[Attorney's Full Name], [Attorney's Title]

[Lending Entity]
By: _____ (signature)
Name: [Official Full Name] (Authorized Representative of [Lending Entity]
Title: [Official's Title]
Date: _____ __, 20__
[Street Address]
[City, State, Zip Code]
Tel: [telephone number]

MESSAGE FOR REQUESTING NATIONAL GUARD SUPPORT

TO: _____
(Governor, State of California)

Due to emergency conditions in the [City or County], resulting from _____ I, in my capacity as Director of Emergency Services, and as authorized by Section _____ of the [City or County] Municipal Code, have declared that a disaster exists within the [City or County].

[City or County] police personnel, augmented by available police forces from adjacent political jurisdictions, are unable to control the situation within the [City or County]. All law enforcement resources available to the [City or County] have been exhausted.

It is therefore, requested that troops of the California National Guard with appropriate equipment be furnished as soon as possible in order to support the [City or County]'s law enforcement effort. It is estimated that approximately ___ troops will be needed.

It is further requested that an officer of the National Guard be sent at once to the [City or County] [Police or Sheriff's] Department, [City or County], California.

_____
Director of Emergency Services

Simultaneous copies to person in charge at following locations:

1. California National Guard (Local Armory)
2. Region _____ California Disaster Office
3. California Office of Emergency Services (Sacramento)

RESOLUTION NO. 20__-_____

A RESOLUTION OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____, CALIFORNIA, REGARDING WORKERS' COMPENSATION BENEFITS FOR REGISTERED VOLUNTEER "DISASTER SERVICE WORKERS" IN THE [CITY OR COUNTY]

WHEREAS, California Government Code Section 8585.5 provides:

> "The office shall establish by rule and regulation various classes of disaster service workers and the scope of the duties of each class. The office shall also adopt rules and regulations prescribing the manner in which disaster service workers of each class are to be registered. All of the rules and regulations shall be designed to facilitate the payment of workers' compensation"; and,

WHEREAS, The California Emergency Council has adopted rules and regulations establishing classes of disaster service workers, the scope of duties of each class, and the manner of registration of such volunteer disaster service workers; and,

WHEREAS, California Government Code Section 8612 provides:

> "Any disaster council that both agrees to follow the rules and regulations established by the Office of Emergency Services pursuant to Section 8585.5 and substantially complies with those rules and regulations shall be certified by the office. Upon that certification, and

not before, the disaster council becomes an accredited disaster council"; and,

WHEREAS, The [City or County] has registered and will hereafter register volunteer disaster service workers; and,

WHEREAS, The [City or County] desires to become an "accredited disaster council" organization in order that injured disaster service workers registered with it may benefit by the provisions of Chapter 10 of Division 4 of Part 1 of the California Labor Code.

NOW, THEREFORE, THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____DOES HEREBY RESOLVE, DETERMINE, FIND, AND ORDER AS FOLLOWS:

SECTION 1. The [City Council or Board of Supervisors] of the [City or County] shall follow the rules and regulations established by the California Emergency Council pursuant to the provisions of California Government Code Section 8580.

SECTION 2. The [City Clerk or Clerk of the Board of Supervisors] is hereby instructed to send a certified copy of this resolution to the California Emergency Council.

SECTION 3. The [City Clerk or Clerk of the Board of Supervisors] shall certify to the adoption of this Resolution and shall cause this resolution and the certification to be filed with the Office of the [City Clerk or Clerk of the Board of Supervisors].

PASSED AND ADOPTED by the [City Council or Board of Supervisors] of the [City or County] of _____ at a regular meeting held on the ____ day of _____ 20__, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

_____

_____

[Mayor or Chair of the Board of Supervisors]

ATTEST:

_____

[NAME]
[CITY CLERK OR CLERK OF THE BOARD OF SUPERVISORS]

(SEAL)

APPROVED AS TO FORM:

_____

[NAME], Date
[CITY ATTORNEY OR COUNTY COUNSEL]

[EVENT NAME] VOLUNTEER STATUS AND WAIVER OF LIABILITY

Event: _____

Volunteer: _____
Printed Name

The [City or County] of _____ ["[City or County]"] is currently under a Declaration Proclaiming Existence of a Local Emergency and / or a Resolution of the [City Council or Board of Supervisors] Confirming the Existence of a Local Emergency, said emergency commonly referred to as the "[event name]". This Agreement is hereby entered into between the [City or County] and the undersigned ["Volunteer"].

Volunteer hereby agrees to assist the [City or County] with respect to the [event name] in ways mutually acceptable and agreed between Volunteer and [City or County].

Volunteer further agrees to the following terms of his or her volunteer status:

-- No compensation or reimbursement of any nature or type will be paid to or on behalf of Volunteer.

-- Volunteer is not an employee of [City or County] and [City or County] will pay no federal, state or local taxes on behalf of Volunteer.

-- On behalf of himself/herself, as well as his/her spouse, children, family members and heirs, Volunteer hereby waives any claim for injury, death and / or damages relating to his or her volunteer activities for the [City or County], including, but not limited to, those emanating from negligence, intentional conduct or any other tortious activity, regardless of who commits said act or failure to act.

The [City or County] reserves the right to terminate Volunteer's volunteer status at any time.

_____
Volunteer's Signature Date

Volunteer's Address: _____
_____

Volunteer's Telephone Number: _____

_____ _____
Authorized Representative – [City or County] of _____ Date

[Event Name] – REAL PROPERTY OWNER WAIVER OF LIABILITY

Event: _____

Real Property Owner: _____
Printed Name

Real Property Address: _____

The [City or County] of _____ ["City" or "County'] is currently under a Declaration Proclaiming Existence of a Local Emergency and / or a Resolution of the [City Council or Board of Supervisors] Confirming the Existence of a Local Emergency, said emergency commonly referred to as the "[event name]". This Agreement is hereby entered into between the [City or County] and the undersigned ["Property Owner"].

Property Owner hereby agrees to assist the [City or County] with respect to the [event name] in ways mutually acceptable and agreed between Property Owner and [City or County] with respect to Property Owner's real property by making said property available to [City or County] for use with respect to the [event name].

Equipment Owner further agrees to the following terms of the [City or County]'s use of his real property:

-- No compensation or reimbursement of any nature or type will be paid to or on behalf of Property Owner.
-- Property Owner is not an employee of [City or County] and [City or County] will pay no federal, state or local taxes on behalf of Property Owner.
-- On behalf of himself/herself, as well as his/her spouse, children, family members and heirs, Property Owner hereby waives any claim for injury, death and / or damages relating to [City or County] personnel entering onto said property, including, but not limited to, those emanating from negligence, intentional conduct or any other tortious activity, regardless of who commits said act or failure to act.

_____
Property Owner's Signature Date

Property Owner's Telephone Number: _____

_____
Authorized Representative – [City or County] of _____ Date

[Event Name] – USE OF EQUIPMENT WAIVER OF LIABILITY

Event: _____

Equipment Owner: _____
Printed Name

Address: _____

The [City or County] of _____ ["[City or County]"] is currently under a Declaration Proclaiming Existence of a Local Emergency and / or a Resolution of the [City Council or Board of Supervisors] Confirming the Existence of a Local Emergency, said emergency commonly referred to as the "[event name]". This Agreement is hereby entered into between the [City or County] and the undersigned ["Equipment Owner"].

Equipment Owner hereby agrees to assist the [City or County] with respect to the [event name] in ways mutually acceptable and agreed between Equipment Owner and [City or County] with respect to Equipment Owner's following equipment:

_____

_____

_____

_____

_____

Equipment Owner further agrees to the following terms of the [City or County]'s use of his equipment:

-- No compensation or reimbursement of any nature or type will be paid to or on behalf of Equipment Owner.
-- Equipment Owner is not an employee of [City or County] and [City or County] will pay no federal, state or local taxes on behalf of Equipment Owner.

-- On behalf of himself/herself, as well as his/her spouse, children, family members and heirs, Equipment Owner hereby waives any claim for injury, death and / or damages relating to [City or County] personnel entering onto said property, including, but not limited to, those emanating from negligence, intentional conduct or any other tortious activity, regardless of who commits said act or failure to act.

_____

Equipment Owner's Signature Date

Equipment Owner's Telephone Number: _____

_____ _____

Authorized Representative – [City or County] of _____ Date

SONOMA COUNTY EOC
DONATION OFFER FORM

Date/Time: _____

Staff Person Name: _____

Donation Made By: _____ _____

Name of Contact (if applicable):
Mailing Address:

Telephone (work/home):
Email address:

The undersigned hereby offers to donate the following items to assist the victims displaced by the Tubbs Fire in Sonoma County (briefly describe items being donated):

_____

_____

_____

_____

_____

_____

_____

The undersigned estimates the value of the donated items at: $_____

The undersigned acknowledges and agrees that County of Sonoma has offered no opinion nor made any representation with respect to the eligibility of said donation for a tax deduction under the Internal Revenue Code. The undersigned has further been informed by County staff to seek the advice of a certified public accountant or a licensed tax attorney to determine such eligibility. Notwithstanding the foregoing, the undersigned represents and warrants that he/she would make the donation regardless of such eligibility.

_____

Name:
Date:

RESOLUTION NO. ___

A RESOLUTION OF THE [COUNCIL OR BOARD] OF THE [CITY OR COUNTY] OF _____ REQUESTING GOVERNOR TO PROCLAIM A "STATE OF EMERGENCY" FOR THE [CITY OR COUNTY] OF _____ AND REQUESTING STATE AND/OR FEDERAL ASSISTANCE

WHEREAS, California Government Code section 8630 empowers the [City Council or Board of Supervisors] ("[CITY COUNCIL OR BOARD OF SUPERVISORS]") to proclaim the existence, or threatened existence, of a Local Emergency when the [City or County] is affected or likely to be affected by a public calamity; and,

WHEREAS, The Director of Disaster Services has requested the ("[CITY COUNCIL OR BOARD OF SUPERVISORS] proclaim the existence of such a Local Emergency; and,

WHEREAS, On _____ __, 20__, the [City Council or Board of Supervisors] of the [City or County] of _____ found that conditions of extreme peril and a crippling disaster which severely impair the safety of persons and/or property had arisen within the [City or County] due to a calamity described as_____ and declared a Local Emergency existed throughout [City or County] of _____ and, in accordance with state law, by Resolution no. _____; and,

WHEREAS, It has now been found that the [City or County] and the local available public resources are unable to fully cope with the public needs, damages, costs and effects caused by said calamity and Local Emergency situation.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the [City Council or Board of Supervisors] of the [City or County] of _____ that:

1. A copy of this resolution be forwarded to the Governor of California with the request that he declare the [City or County] of _____ to be in a State of Emergency;

2. A copy of this Resolution be forwarded to the Secretary of the Office of Emergency Services with a request that he find it acceptable in accordance with provisions of the California Disaster Assistance Act; and,

3. [Title: _____] is hereby designated as the authorized representative for public assistance, and _____ [Title] of the [City or Countyl] of _____ receive, process and coordinate all inquiries, filings and requirements necessary to obtain available state and/or federal assistance to the [City or County] for coping with said emergency.

PASSED AND ADOPTED this ____ day of _____, 20__.

_____
[Mayor or Chair of the Board]

ATTEST:

_____
[City Clerk or Clerk for the Board of Supervisors]

APPROVED AS TO FORM

BY: _____
[City Attorney or County Counsel]

[City Council or Board of Supervisors] [City or County]

RESOLUTION NO. 20 - ____

A RESOLUTION OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES, CONCURRENCE IN LOCAL EMERGENCY

WHEREAS, on _____, _____; by Resolution No. _____, the [City Council or County Board of Supervisors] of the [City or County] found that due to _____, a condition of extreme peril to life and property did exists in the County of Riverside during the period of _____ _____; and

WHEREAS, in accordance with state law the [City or County] of _____ hereby proclaims an emergency does exists throughout said [City or County].

NOW, THEREFORE, BE IT RESOLVED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services with a request that said Director find it acceptable in accordance with provisions of the Natural Disaster Assistance Act.

BE IT FURTHER RESOLVED that the Director of Emergency Services for the [City or County] is hereby designated as the authorized representative of the [City or County] for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

[CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____, STATE OF CALIFORNIA

By:_____
[Mayor or Chair of the Board of Supervisors]

ATTEST:

By:_____
[CITY CLERK OR CLERK OF THE BOARD OF SUPERVISORS]

(SEAL)

APPROVED AS TO FORM:

By:_____
[CITY ATTORNEY OR COUNTY COUNSEL] Date

ORDER OF THE DIRECTOR OF EMERGENCY SERVICES

FOR THE [CITY OR COUNTY] OF _____, STATE OF CALIFORNIA,

ORDERING THE CONSCRIPTION OF AID

WHEREAS, [City or County] Ordinance No. ___ empowers the [City Council or Board of Supervisors] or the Director of Emergency Services to proclaim the existence or threatened existence of a Local Emergency when [City or County] is affected or likely to be affected by a public calamity; and,

WHEREAS, on _____, the [City Council or Board of Supervisors] or the Director of Emergency Services of the [City or County] of [City or County] proclaimed the existence of a Local Emergency caused by _____ _____ _____ _____ _____; and,

WHEREAS, Government Code section 8610 *et seq.* authorizes any public officer to conscript the aid of general citizens to provide services that will assist in the protection of the public health and safety in a state of Local Emergency; and

WHEREAS, the [City Council or Board of Supervisors] has ratified said Proclamation; and

WHEREAS, the [City Council or Board of Supervisors] or the Director of Emergency Services does hereby find that conditions of extreme peril to the safety of persons and property have arisen within the [City or County] of _____ caused by _____ _____ _____ _____ _____ and such conditions necessitate that the Director of Emergency Services must conscript the aid of local citizens from the following areas: _____ _____

_____ .

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED, that an order allowing for the conscription of local aid from private citizens is effective in the following areas: _____

_____

_____

IT IS FURTHER ORDERED that the [City Council or Board of Supervisors] or Director of Emergency Services and any other law enforcement personnel providing mutual aid, be authorized to conscript aid in the above areas, with reasonable force to be used as needed to enforcement this Order.

This Order is issued pursuant to the Emergency Services Act.

This Order shall take effect immediately.

IT IS FURTHER ORDERED that the [City Council or Board of Supervisors] or Director of Emergency Services shall review this Order no less than seven (7) days from its issuance to determine whether the continued conscription of local aid is still necessary, if it has not been withdrawn by that date.

Dated: _____

_____
Director of Emergency Services

Approved as to Form:

Dated: _____

_____
[Name]
[City Attorney or County Counsel]

RESOLUTION NO._____

A RESOLUTION OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____, CALIFORNIA, REQUESTING A PRESIDENTIAL DECLARATION OF A CONDITION OF A FEDERALLY DECLARED EMERGENCY AND ASKING FOR ASSISTANCE, DUE TO THE EXTENT AND SEVERITY OF THE PROCLAIMED LOCAL EMERGENCY

WHEREAS, California Government Code section 8630 empowers the [City Council (" CITY COUNCIL") or Board of Supervisors ("BOARD OF SUPERVISORS")] to proclaim the existence, or threatened existence, of a Local Emergency when the [City or County] is affected or likely to be affected by a public calamity; and,

WHEREAS, Pursuant to Chapter _____ of the [City or County] of _____'s Municipal Code, the Director of Disaster Services has requested the [CITY COUNCIL or BOARD OF SUPERVISORS] proclaim the existence of such a Local Emergency; and,

WHEREAS, on _____ __,20__, the [CITY COUNCIL or BOARD OF SUPERVISORS] of the [City or County] of _____ found that conditions of extreme peril caused by a crippling disaster, which severely impair the safety of persons and/or property, had arisen within the [City or County] due to a calamity described as _____ _____ and the [CITY COUNCIL or BOARD OF SUPERVISORS] had declared a Local Emergency existed throughout the [City or County] of _____ and, in accordance with state law, by Resolution No. _____; and,

WHEREAS, A request has been made and forwarded to the Governor of California that he proclaims the [City or County] of _____ to be in a state of emergency; and,

WHEREAS, It has now been found that the [City or County]'s available public resources as well as the state's resources are unable to

fully cope with the local public needs, damages, costs and effects caused by said calamity and Local Emergency situation.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the [CITY COUNCIL or BOARD OF SUPERVISORS] of the [City or County] of _____ that:

1. Due to the extent of this Local Emergency now existing throughout the City the Governor of the State of California is requested to ask for a Presidential Disaster Declaration.

2. _____, [Title:_____], is hereby designated as the local Hazard Mitigation Coordinator of the [City or County] for the purpose of assessing damage within the [City or County], and consulting with Federal/State survey teams about hazard mitigation actions; and is hereby designated as the authorized representative for public assistance. Said [City or County] employee is hereby designated as the authorized representative for individual assistance to the [City or County] for the purposes of receiving notices, correspondence, processing and coordination of all inquiries and requirements necessary to obtain available federal assistance.

PASSED AND ADOPTED this ____ day of _____, 20__.

_____
[Mayor or Chair of the Board of Supervisors]

ATTEST:

_____
[City Clerk or Clerk of the Board of Supervisors]

APPROVED AS TO FORM

BY: _____
[City Attorney or County Counsel

[City Council or Board of Supervisors] [City or County]

RESOLUTION NO. 20 - ___

A RESOLUTION OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____ ORDERING THE CONSCRIPTION OF AID

WHEREAS, [City or County] Ordinance No. ___ empowers the Director of Emergency Services or the [City Council or Board of Supervisors], to proclaim the existence or threatened existence of a Local Emergency when [City or County] is affected or likely to be affected by a public calamity; and,

WHEREAS, on_____ __, 20__, the Director of Emergency Services, or the [City Council or Board of Supervisors] proclaimed the existence of a Local Emergency caused by _____ _____ _____; and,

WHEREAS, Government Code section 8610 *et seq*., authorizes any public officer to conscript the aid of general citizens to provide services that will assist in the protection of the public health and safety in a state of Local Emergency; and,

WHEREAS, the [City Council or Board of Supervisors] has ratified said Proclamation; and,

WHEREAS, said Director of Emergency Services and/or [City Council or Board of Supervisors] does hereby find that conditions of extreme peril to the safety of persons and property have arisen within the [City or County] caused by _____ _____ _____ and such conditions necessitate that the Director of Emergency Services must conscript the aid of local citizens from the following areas: _____ _____

_____

NOW THEREFORE, IT IS HEREBY PROCLAIMED, that an order allowing for the conscription of local aid from private citizens is effective in the following areas: _____

_____

_____.

IT IS FURTHER ORDERED that the Director of Emergency Services and any other law enforcement personnel providing mutual aid, be authorized to conscript aid in the above areas, with reasonable force to be used as needed to enforce this Order.

IT IS FURTHER ORDERED that this Order is issued pursuant to the Emergency Services Act.

IT IS FURTHER ORDERED that this Order shall take effect immediately.

IT IS FURTHER ORDERED that the [City Council or Board of Supervisors], Director of Emergency Services shall review this Order no less than seven (7) days from its issuance to determine whether the continued conscription of local aid is still necessary, if it has not been withdrawn by that date.

[CITY COUNCIL OR BOARD OF SUPERVISORS]
OF THE [CITY OR COUNTY] OF _____,
STATE OF CALIFORNIA

By:_____
[Mayor or Chair of the Board of Supervisors]

ATTEST:

By:_____
[CITY CLERK OR CLERK OF THE BOARD OF SUPERVISORS]

(SEAL)

APPROVED AS TO FORM:

By:_____
[CITY ATTORNEY OR COUNTY COUNSEL] Date

ORDER OF THE DIRECTOR OF EMERGENCY SERVICES

FOR THE [CITY OR COUNTY] OF _____, STATE OF CALIFORNIA,

ORDERING THE COMMANDEERING OF

_____

WHEREAS, [City or County] Ordinance No. ___ empowers the Director of Emergency Services or the [City Council or Board of Supervisors], to proclaim the existence or threatened existence of a Local Emergency when [City or County] is affected or likely to be affected by a public calamity; and

WHEREAS, on _____, the Director of Emergency Services or the [City Council or Board of Supervisors] proclaimed the existence of a Local Emergency caused by _____; and

WHEREAS, the [City Council or Board of Supervisors] has ratified said Proclamation; and

WHEREAS, the _____ does hereby find that conditions of extreme peril to the safety of persons and property have arisen within the [City or County] of [City or County] caused by _____

_____ ,

and such conditions necessitate that the [City Police or County Sheriff] must commandeer

_____

_____

from the following areas _____

_____

_____.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED, that an order allowing for the commandeering of private and personal property is effective in the following areas:

_____

_____

_____

_____

IT IS FURTHER ORDERED that the _____

_____

_____

and any other law enforcement personnel providing mutual aid, be authorized to commandeer any and all items listed in the above areas, with reasonable force to be used as needed to enforce this Order.

This Order is issued pursuant to the Emergency Services Act.

This Order shall take effect immediately.

IT IS FURTHER ORDERED that the _____ shall review this Order not less than seven (7) days from its issuance to determine whether the continued commandeering of personal property is still necessary, if the [Police or Sheriff] has not withdrawn the order by that date. The order will also be reviewed to determine whether the individual from whom items were commandeered is entitled to just compensation under the California Constitution.

Dated: _____

_____
Director of Emergency Services

Approved as to Form:

Dated: _____

_____
[Name]
[City Attorney or County Counsel]

[City Council or Board of Supervisors] [City or County]

RESOLUTION NO. 20 - ___

A RESOLUTION OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF_____ ORDERING THE COMMANDEERING OF _____

WHEREAS, [City or County] Ordinance No. ___ empowers the Director of Emergency Services or the [City Council or Board of Supervisors], to proclaim the existence or threatened existence of a Local Emergency when [City or County] is affected or likely to be affected by a public calamity; and,

WHEREAS, on _____ the Director of Emergency Services or the [City Council or Board of Supervisors] proclaimed the existence of a Local Emergency caused by _____and,

WHEREAS, the [City Council or Board of Supervisors] has ratified said Proclamation; and,

WHEREAS, the Director of Emergency Services and/or [City Council or Board of Supervisors] do hereby find that conditions of extreme peril to the safety of persons and property have arisen within the [City or County] of _____ caused by _____ _____ _____,

and such conditions necessitate that the [City Police or County Sheriff] must commandeer_____ from the following areas _____ _____ _____.

NOW THEREFORE, IT IS HEREBY PROCLAIMED, that an order allowing for the commandeering of private and personal property is effective in the following areas: _____

IT IS FURTHER ORDERED that the Director of Emergency Services and/or [City Council or Board of Supervisors] and any other law enforcement personnel providing mutual aid, be authorized to commandeer any and all items listed in the above areas, with reasonable force to be used as needed to enforce this Order.

IT IS FURTHER ORDERED that this Order shall take effect immediately.

IT IS FURTHER ORDERED that the Director of Emergency Services and/or [City Council or Board of Supervisors] shall review this Order not less than seven (7) days from its issuance to determine whether the continued commandeering of personal property is still necessary, if the [Police or Sheriff] has not withdrawn the order by that date. The order will also be reviewed to determine whether the individual from whom items were commandeered is entitled to just compensation under the California Constitution.

[CITY COUNCIL OR BOARD OF SUPERVISORS]
OF THE [CITY OR COUNTY] OF _____,
STATE OF CALIFORNIA

By:_____
[Mayor or Chair of the Board of Supervisors]

ATTEST:

By:_____
[CITY CLERK OR CLERK OF THE BOARD OF SUPERVISORS]

(SEAL)

APPROVED AS TO FORM:

By:_____
[CITY ATTORNEY OR COUNTY COUNSEL] Date

CANINE SUPPORT AND RELIEF FUND

AKC PET DISASTER RELIEF UNIT AGREEMENT

This Agreement ("Agreement") is made and entered into as of _____ __, 20__, by and between American Kennel Club Companion Animal Recovery Corporation, a Nonprofit Public Benefit Corporation, dba AKC Reunite ("AKC REUNITE"), and [City or County] Department of Animal Services ("RECIPIENT"). AKC REUNITE and RECIPIENT are sometimes referred to in this Agreement individually as a "Party" and collectively as the "Parties."

Recitals

WHEREAS, AKC REUNITE desires to approve a Grant in Kind ("Grant") from the Canine Support and Relief Fund to RECIPIENT in the form of a Trailer and supplies, collectively referred to as an AKC Pet Disaster Relief Unit ("PDRU"), to protect and support displaced pets and service animals during natural or man-made emergencies or disasters ("Emergency");

WHEREAS, the Parties acknowledge that RECIPIENT has not raised any funds and that local American Kennel Club ("AKC") members, including the Kennel Club of _____, _____, _____, _____, and _____ (collectively referred to as the "Sponsoring Clubs") have raised funds in an amount equal to a portion of the total cost of the PDRU ("Local Funds");

WHEREAS, the Local Funds have been donated to AKC REUNITE; and,

WHEREAS, the Grant is made subject to the terms and conditions set forth in this Agreement. NOW, THEREFORE, as a condition of the Grant, the Parties agree as follows:

1. Duties and Responsibilities of AKC REUNITE.

a. Pet Disaster Relief Unit. AKC Reunite shall provide a trailer in the form of a 16 ' x 17' two-axle trailer with up to 10,000 pounds gross vehicle weight ("Trailer"). AKC Reunite shall also provide supplies in the Trailer to further the purpose of supporting displaced pets and service animals in the event of an Emergency.

2. Duties and Responsibilities of Grant RECIPIENT.

a. Use of PDRU. Subject to Section 2f below, RECIPIENT agrees to use the PDRU solely for the purposes of providing care and shelter to displaced pets and service animals, particularly in the event of an Emergency.

b. Maintenance of PDRU. RECIPIENT agrees to securely store the PDRU, including its contents, when not in use, and to maintain the PDRU in compliance with proper standards of care. RECIPIENT agrees to purchase and replenish as necessary the PDRU supplies (including cages, cleaning supplies, and other materials) after deployment and use, so that the PDRU is available at all times to protect and support approximately fifty (50) pets and service animals in the event of an Emergency. RECIPIENT agrees to obtain and maintain commercially appropriate insurance for the storage and use of the PDRU, and to provide AKC REUNITE with a certificate of insurance evidencing such continuing coverage.

c. Prohibition Against Sale or Transfer of PDRU. RECIPIENT agrees that it shall neither sell the PDRU nor otherwise transfer the PDRU to another organization or government unit or instrumentality, without the prior written consent of AKC REUNITE. RECIPIENT further agrees that, in the event RECIPIENT is no longer able to maintain the PDRU and wishes to relinquish ownership, RECIPIENT shall either, in AKC REUNITE's sole discretion, transfer ownership of PDRU to AKC REUNITE or dispose of PDRU in a manner agreed to by AKC REUNITE.

d. **Access to PDRU Transportation.** RECIPIENT confirms that it has access to a vehicle capable of transporting the PDRU, as needed, and shall maintain access to such vehicle, or a comparable vehicle. The truck or other vehicle should weigh at least ¾ ton and possess electric brakes and a 10,000 pound hitch.

e. **Signage on PDRU.** RECIPIENT agrees to maintain and display the logos existing on the PDRU at the time of delivery. At no time may the logos be defaced or removed. The Parties acknowledge and agree that, at the time of delivery, the PDRU shall include the logos of AKC and AKC REUNITE. The Parties further acknowledge and agree that the logos of (i) the Sponsoring Clubs that have contributed at least $1,000 to the purchase of the PDRU, may be included on the PDRU in the sole discretion of AKC REUNITE. The logo of RECIPIENT shall be displayed alongside the other logos. The size and placement of all logos shall be determined by AKC REUNITE in its sole discretion. No other logos or promotional material in any form whatsoever may be displayed on the PDRU at any time without the prior written consent of AKC REUNITE.

f. **Display Requirement.** RECIPIENT agrees to display the PDRU at community events, in cooperation with the Sponsoring Clubs, a minimum of two (2) times per year. A "Community Event" should be expected to be widely attended by members of the community and may be related to pets and domestic animals. Acceptable Community Events include a local AKC dog show, an AKC Responsible Pet Ownership Day event, a county or state fair, a local holiday parade, and other similar events.

g. **Reporting Requirements.** RECIPIENT shall be provided annually with a Grant Follow Up Form ("Form"), and RECIPIENT agrees to complete and return the Form in compliance with the Form's instructions, on an annual basis. Annual completion and submission of the Form is both a condition to satisfying RECIPIENT's obligations under this Agreement and a precondition to consideration by AKC REUNITE of any future grant application by RECIPIENT. Additionally, on an annual basis, RECIPIENT must provide a

brief report to AKC REUNITE indicating the number of times the PDRU was used in the preceding year; the circumstances under which it was used in the preceding year; how many animals and what types of animals were served by the PDRU during the preceding year; and any additional pertinent information. If any information is already provided in the Form, it does not need to be reported separately.

h. **Transfer of Ownership**. RECIPIENT shall take full title, responsibility and liability for the PDRU.

3. **Application for Future Grants**. Receipt of the Grant neither guarantees nor precludes future grants by AKC REUNITE to RECIPIENT. However, RECIPIENT acknowledges and agrees that it must be in compliance with its obligations in Section 2g above to be considered for any future grant application.

4. **Representations and Warranties of Both Parties**. Each Party represents and warrants to the other that:

a. It is duly organized and in good standing pursuant to the laws of the jurisdiction in which it was formed and authorized to do business in California;

b. This Agreement has been duly authorized, executed and delivered by it, and the execution and delivery of this Agreement, the consummation of the transactions contemplated hereby and the performance of the obligations hereunder shall not conflict with or result in any violation of or default under any provision of any other agreement or instrument to which it is a party or any license, permit, franchise, judgment, order, writ or decree, or any statute, rule or regulation, applicable to it;

c. Any and all approvals, permits, licenses or similar authorizations which may be required for it to enter into this Agreement and perform its obligations hereunder have been unconditionally obtained;

d. No suit, action, claim, investigation or other proceeding is pending or, to the best of its knowledge, is threatened against it which questions the validity of this Agreement or any action taken or to be taken pursuant to this Agreement;

e. The persons executing this Agreement on behalf of the Parties have the authority to execute this Agreement and that they have the authority to bind the respective Parties to this Agreement to the performance of its obligations; and

f. It has full power and authority to make the representations in this Agreement, and this Agreement is its valid and binding obligation, enforceable against it in accordance with its terms, except as enforcement may be limited by applicable bankruptcy, insolvency, reorganization, arrangement, moratorium or other similar laws affecting creditors' rights, and subject to general equitable principles.

5. **Representations and Warranties of RECIPIENT**. RECIPIENT hereby represents and warrants to AKC Reunite that:

a. RECIPIENT is a government unit or instrumentality;

b. RECIPIENT is ready, willing, able, trained and authorized to provide an emergency shelter for pets and service animals displaced due to an Emergency; and,

c. No suit, action, claim, investigation or other proceeding is pending or, to the best of RECIPIENT's knowledge, is threatened against RECIPIENT which would or could reasonably be expected to jeopardize RECIPIENT's status as set forth in Section 5a above.

6. **Survival of Representations and Warranties**. All representations and warranties contained herein or made in writing by or on behalf of either Party in connection with this Agreement shall survive the execution of this Agreement. Each Party agrees to notify the other immediately in writing if any representation or warranty set forth herein is, or to the Party's best knowledge is about to become, inaccurate in any respect at any time.

7. **Termination and Survival**.

   a. **Termination**. Subject to Section 2b above, this Agreement shall remain in effect until the PDRU is no longer usable, as determined by AKC REUNITE in its sole discretion, or, subject to Section 2c above, no longer owned by RECIPIENT.

   b. **Early Termination**. In the event of a material breach of any provision of this Agreement by RECIPIENT (which shall be deemed to include any representation or warranty no longer being true), then upon written notice from AKC REUNITE, this Agreement shall terminate thirty (30) days after the date of notice, unless RECIPIENT shall have cured the breach to AKC REUNITE's satisfaction prior to the expiration of the thirty-day period.

   c. **Survival**. Notwithstanding the termination of this Agreement, the following Sections shall survive: this Section 7c and Sections 8, 9, I0, 13, and 15.

   d. **Effect of Termination.** In the event of termination of this Agreement, RECIPIENT shall either, in AKC REUNITE's sole discretion, transfer ownership of PDRU to AKC REUNITE or dispose of PDRU in a manner agreed to by AKC REUNITE.

8. **Liability and Indemnification.** RECIPIENT shall indemnify, defend and hold harmless AKC, AKC REUNITE, and the Sponsoring Club(s), and their respective officers, directors, trustees, members, employees, or agents from all claims, assessments, losses, damages, liabilities, debts, charges (including settlements, judgments

and decrees which give rise to any of the foregoing), fees, costs and expenses, including interest, penalties, court costs, attorney's fees and expenses (collectively, **"Damages")** to the extent such Damages arise in connection with this Agreement.

9. Dispute Resolution. Any controversy or claim arising out of or relating to this Agreement shall be resolved by arbitration before a single arbitrator in accordance with the Commercial Arbitration Rules of the American Arbitration Association (AAA), then pertaining (available at www.adr.org), except where those rules conflict with this provision, in which case this provision controls. Any court with jurisdiction shall enforce this clause and enter judgment on any award. The arbitrator shall be selected within ten business days of commencement of the arbitration from the AAA's National Roster of Arbitrators pursuant to agreement or through selection procedures administered by the AAA. Within forty five (45) days of initiation of arbitration, the Parties shall reach agreement upon and thereafter follow procedures assuring that the arbitration shall be concluded and the award rendered within no more than eight months from selection of the arbitrator or, failing agreement, procedures meeting such time limits designated by the AAA. The arbitration shall be held in California and, as provided in paragraph 14, shall apply the substantive law of California, except that the interpretation and enforcement of this arbitration provision shall be governed by the Federal Arbitration Act. The arbitrator shall not award either Party punitive damages and the Parties shall be deemed to have waived any right to such damages. Further, the arbitrator shall be bound by the express terms of this Agreement.

Any controversy or claims shall be kept confidential by the Parties and their attorneys and advisors, without publicity, except as may be required by law. Additionally, no Party, mediator or arbitrator may disclose the existence, content, or results of any mediation or arbitration under this Agreement without the mutual written consent of the Parties, except as may be required by law.

10. Notices. Notices shall be written, and delivered personally

or sent (i) by registered mail, return receipt requested; (ii) by overnight delivery with a nationally-recognized overnight courier; or (iii) by facsimile, with concurrent mailing by first class mail. Notices shall be deemed received four days after being sent by method (i), one day after being sent by method (ii), and two days after being sent by method (iii). Notices shall be sent to the Parties at the following addresses, until such time as any Party notifies the other Party of a change in address or pursuant to this paragraph:

If to RECIPIENT:

[City or County] Department of Animal Services
[Street address]
[City], CA [zip code]

Contact: [Name], [phone number]

If to AKC REUNITE:

AKC Reunite
8051 Arco Corporate Drive, Suite 200
Raleigh, NC 27617

Contact: Megan Ault, 919-816-3640

11. Assignment. RECIPIENT may not assign this Agreement without the prior written consent of AKC REUNITE. This Agreement shall inure to the benefit of and be binding upon the Parties and their respective successors.

12. Waiver. Waiver by any Party of a breach or violation of any provision of this Agreement may be made only in writing and shall not constitute a waiver of any subsequent breach or violation of the same or any other provision hereof.

13. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of California without regard to its choice of law.

14. **Severability**. In the event any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of this Agreement, which shall remain in full force and effect and enforceable in accordance with its terms.

15. **Enforcement**. AKC REUNITE reserves the right to enforce the terms of this Agreement. RECIPIENT agrees that it will not contest the standing of AKC REUNITE to bring any such arbitration or suit.

16. **Entire Agreement; Amendment.** This Agreement contains the entire understanding of the Parties with respect to the subject matter hereof and supersedes any and all other prior negotiations, agreements, understandings and undertakings between the Parties with respect to such subject matter, whether oral, written or otherwise. No amendment or modification of this Agreement shall be effective unless signed by both Parties.

17. **Additional Documents and Acts.** Each of the Parties agrees to execute and deliver such additional documents, certificates and instruments, and to perform such additional acts, as may be reasonably requested and as may be necessary or appropriate to carry out the intent and provisions of this Agreement and to consummate the Grant of the PDRU from AKC REUNITE to RECIPIENT.

18. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall constitute one and the same agreement. For the purpose of executing this Agreement, the parties hereto agree that .pdf signatures sent via email shall serve as original signatures.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed and delivered by their respective proper and duly authorized officers as of the day and year first above written.

AMERICAN KENNEL CLUB COMPANION ANIMAL RECOVERY CORPORATION, a Nonprofit Public Benefit Corporation, dba AKC Reunite

By:_____
Name:_____
Title: _____

[CITY OR COUNTY], BY AND THROUGH ITS DEPARTMENT OF ANIMAL SERVICES

By:_____
Name:_____
Title: Director of Animal Services

APPROVED AS TO FORM:

By: _____
[Name]
[City Attorney or County Counsel]

[City Council or Board of Supervisors] [City or County]

RESOLUTION NO. 20 - ____

A RESOLUTION OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY AND REQUESTING GOVERNOR TO PROCLAIM A STATE OF EMERGENCY AND REQUEST A PRESIDENTIAL DECLARATION

WHEREAS, [City or County] Ordinance No. ___ empowers the Director of Emergency Services to proclaim the existence of a local emergency therein; and

WHEREAS, Said [City Council or County Board of Supervisors] does hereby find:

1. That conditions of extreme peril to the safety of persons and property have arisen within said [City or County], caused by _____

_____

commencing on or about _____ ___ .m. on the ____ day of _____, 2___.

2. That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a Local Emergency.

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency; now, therefore,

IT IS HEREBY PROCLAIMED that a Local Emergency now exists throughout the [city or County].

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of the State of California with the request that the Governor proclaim the [City or County] to be in a State of Emergency; and further, that the Governor request a Presidential Declaration of such emergency.

/ / /

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said Local Emergency the powers, functions, and duties of the Director of Emergency Services and the Emergency Management Organization of the [City or County] shall be those prescribed by state law, by ordinances and resolutions of the [City or County], as approved by the [City Council or County Board of Supervisors].

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Officer of Emergency Services.

IT IS FURTHER RESOLVED that the Director of Emergency Services of the [City or County] is designated for the purpose of assessing damage within said [City or County] and consulting with Federal/State survey teams about hazard mitigation actions.

IT IS FURTHER RESOLVED that the Director of Emergency Services of the [City or County] is hereby designated as the authorized representative for public assistance and for individual assistance for the purposes of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Avoiding Total Disaster: The Law and Emergencies

Disaster Preparedness Training for Local Government Legal Advisors

Playbook Part 7

Shelter Issues

International Association of Venue Managers, Inc.

American Red Cross

MEGA-SHELTER PLANNING GUIDE

A Resource and Best Practices Reference Guide

A Product of the IAVM Life Safety Council

A Curriculum of the Academy for Venue Safety & Security

October 1, 2010

This project was funded in part by a generous grant from the IAVM Foundation.

MEGA-SHELTER PLANNING GUIDE

A Resource and Best Practices Reference

This document was created in partnership by IAVM and the American Red Cross

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October 1, 2010
Mega-Shelter Planning Guide is a living document that is subject to revisions based upon ongoing work by the IAVM and the American Red Cross. Updates will be available as revisions are made.

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Introduction

Background:
The International Association of Venue Managers (IAVM) and the American Red Cross have collaborated to enhance the planning processes and preparedness for mega-sheltering utilizing lessons learned from a series of devastating incidents in the United States in 2005, 2007, and 2008. Initially, IAVM published the *Mega-Shelter Best Practices Guide* in 2006, which served and assisted many public assembly facilities and communities. While *IAVM Mega-Shelter Best Practices* was used, additional planning work was undertaken by the American Red Cross, the Federal Emergency Management Agency (FEMA), and many other agencies involved in mega-sheltering. Throughout this process it became clear that there was a need for an additional resource to assist, guide, and lead all involved in the mega-sheltering process. This need does not diminish the value and information provided in the *Mega-Sheltering Best Practices*. *The Mega-Shelter Planning Guide* supplements the hard work of many by sharing new lessons learned, standardizing terms, expanding to an all-hazards perspective, and providing a planning template for facility management, communities, service organizations, and government to use in preparing for, and responding to, an incident or disaster where mega-sheltering is required.

The purpose of this document is to provide public assembly venues, their communities, emergency managers, shelter operators, and the many others who may be involved in a mega-shelter's operation with a comprehensive guide to formulate and implement plans and procedures. *The Mega-Shelter Planning Guide* considers the unique situations regarding a facility's architectural design (e.g. arena, stadium, convention center), local infrastructure, staffing and support resources, and management systems. These facilities, while conceived for public assembly events, may be put to non-traditional use by supporting mass care services in response to a disaster. The management of these facilities hereby have the opportunity to apply their expertise (e.g. crowd management, guest services, traffic flow, safety) to a humanitarian relief effort. The development of a mega-shelter plan must be a collaborative process based upon the recognition that our actions come from the common objective to serve humanity equitably and impartially by prioritizing the needs of those who we seek to assist.

Overview:
Shelters of this size and magnitude function as small cities and demand the elements of governmental and community support that keep such "cities" safe and well. They become multi-agency programs with the venues serving a central and important role. Typically, no one agency or organization opens and operates these sites on its own. Mega-shelters should be opened under the administration of either local or State government because running these shelter facilities requires the coordination and cooperation of multiple local and State agencies, including those of law enforcement, public health, social and human services, food service, and facility management. These governmental agencies can run unified command systems and suggest specific tasks appropriate to the various agencies, vendors, and organizations (including the venue and the American Red Cross) that contribute to the overall mission.

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Residents of a mega-shelter are individuals and families who have been displaced from their homes, possessions, neighborhoods, and quite possibly jobs and sources of income. When planning for mega-sheltering, it's important to consider the perspective and needs of the residents who may have become devoid of the core, familiar infrastructure that supported their daily life. Mega-sheltering provides an interim replacement for the basic needs of the residents until they or their community is able to support a return to normal systems. Mega-shelter residents are deserving of the care, treatment, quality of services, respect, and protection of their dignity as can be delivered given the situation and environs. Venue managers and service providers that operate a mega-shelter must treat the residents as guests as they transform 60 square feet of space into as comfortable of a temporary home as possible.

Mega-shelters often become magnets for their local communities as well as for visitors, the media, VIPs, and unsolicited donors wishing to volunteer, drop-off goods, or provide services. While focusing on the care, services, and safety of the shelter residents, those involved in managing mega-shelters must prepare for the presence, needs, and expectations of non-residents. Mega-shelters can become the focal point for the media and others during a relief effort and therefore can become the public's image of the community's overall response. This guide has information and tools to help successfully plan for and manage those inside and outside of the shelter so that the experience for all and image are as positive as possible.

What is included in this guide:
The *Mega-Shelter Planning Guide* provides the methodology to update procedures and practices and to continually improve the service and operation of a mega-shelter. Knowing that each mega-shelter response is unique, this guide provides the tools to initiate the planning process while acknowledging the criteria necessary for successful operations.

This guide is designed to be a resource in all phases of mega-sheltering--planning, preparedness, readiness, response, and recovery and includes specific sections that provide action steps for each of these phases. The bulk of the planning guide is the Concept of Operations section, which provides a structure to create a mega-shelter plan by operational function. Ideally, the Concept of Operations would be used as a planning tool but it can be utilized at any time.

Several of the appendices include additional useful planning and operational tools, such as the Mega-Sheltering Framework (Appendix E). The Mega-Shelter Framework is a practical tool to help determine the key human and physical resources needed and available in individual communities as well as define specific roles and responsibilities. The framework directly correlates to the Concept of Operations and can assist when stakeholders apply the con-ops to their respective communities. Additionally, Mega-Shelter Practices and Indicators (Appendix D) provides benchmarks for mega-shelter stakeholders and common goals for service delivery that are important to be aware of throughout the mega-shelter process.

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The Mega-Shelter Planning Guide is a valuable resource for shelters of all sizes and for all stakeholders. Gaining a general understanding of all of the functions included in this guide can assist anyone involved in planning for and/or operating a shelter of any size.

This guide addresses mega-shelters that result from events covered under the Stafford Act with FEMA responsible for coordinating Federal assistance to States. When the event that triggers a mega-shelter causes a different lead Federal agency, different considerations and actions may be necessary. Coordination with other primary Federal agencies is necessary for events such as mass migration (i.e. U.S. Department of State) or a public health emergency (i.e. Health & Human Services).

Objectives of the *Mega-Shelter Planning Guide*:

- To assist facilities and their communities in the development of an all hazards mega-shelter operational plan
- To implement common terminology and operational standards for mega-shelters
- To provide a resource of reference documents and informational sources to assist in the planning and operation of mega-shelters
- To evaluate the potential outcomes a mega-shelter will have on a community
- To establish a sustainable mega-shelter planning task force in a community

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What is a Mega-Shelter?

There are many different ways to provide service to those needing shelter prior to, during, and after a disaster. When thousands of individuals in a community are impacted by a disaster, a large, congregate shelter may be the best way to serve them.

The defining characteristics of mega-shelters are:

- Activated by local, State, or Federal government
- Multi-agency coordination and management with a unified command system
- Large, non-conventional sheltering facility--often those generally used for public assembly such as an arena, convention center, or stadium
- Accommodation of clients with longer-term needs beyond evacuation sheltering

Shelters of this size and magnitude become small cities and demand the elements of governmental and community support that keep such "cities" safe and well.

Mega-shelters provide reasonable alternatives to the operation of multiple, traditional emergency shelters when they are able to:

- Centralize communication and services
- Improve span of control
- Streamline logistics
- Consolidate smaller shelters that may have challenges in sustaining operations
- Shelter a large volume of individuals and households
- Control costs

Triggers for opening and operating mega-shelters include:

- Significant damage to infrastructure impacting transportation & communications

  Mega-shelter facilities are generally easily identified, recognized, and accessible facilities making them magnets for those seeking shelter and services.

- Extensive and long-term damage to utility services

  Mega-shelter facilities often have back-up systems to support interruptions in utility services that are more easily supported than facilities without such systems. Additionally, extensive and long-term damage to utilities generally results in the long-term displacement of those affected by disaster due to the lack of alternative housing and the timeframe to return to the affected community.

- Estimated long-term sheltering need

  When it is necessary to support a large population in centralized locations, mega-shelters promote the consolidation of shelter populations and the provision of support services.

- Displacement of a large population

  When large populations seek shelter, often a community's resources to house them in traditional, emergency shelters are insufficient or become strained and there is a need for mega-shelters.

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What a Mega-Shelter Is Not:
Mega-shelters are about creating an alternate living space and community. However, when an emergency situation threatens or strikes without warning, there may be large numbers of people who just need protection from environmental hazards. A public assembly venue could be called upon to assist in this roll, often referred to the "refuge of last resort." A refuge of last resort is not a mega-shelter. The management of a public assembly venue and the community's government must address additional and unique considerations before designating a venue as a refuge of last resort. This *Mega-Shelter Planning Guide* does not address the considerations or provide guidance for such instances. If a venue's community has refuge of last resort expectations for the venue, venue management is strongly encouraged to: prepare written understandings with the community and service providers; undertake structural analysis for the facility's capabilities and limitations; assess occupancy limitations; and determine staffing and security responsibilities as well as financial and liability issues.

Sheltering Roles & Responsibilities

Mega-shelters are activated by local, State, or Federal government and require multi-agency coordination and management with a unified command system. Additionally, shelter activity is subject to several public laws regarding disabilities. For additional information, refer to Appendix C, References.

The following is provided from the *National Disaster Housing Strategy,* January 16, 2009, Chapter 3. Disaster Housing: Sheltering; Shelter Responsibilities and Roles to clarify sheltering roles and responsibilities.

> *Effective shelter operations are based on a clear understanding of responsibilities and roles across all levels of government, nongovernmental organizations, and the private sector. These responsibilities and roles should be woven together in a complimentary manner, starting at the local level and tying in support from the State and Federal levels as appropriate. All involved must fulfill their roles and conduct joint planning to provide shelter operations that meet the needs of individuals, households, and communities.*
>
> ***Local Government***
> *Local governments designate an emergency manager who has the day-to-day authority and responsibility to work closely with the local government, nongovernmental organizations, the private sector, and the State to set requirements, develop plans, and obtain resources for those most likely to need shelter assistance.*
>
> *As part of developing local emergency plans, the emergency manager works closely with community and nongovernmental organizations to meet the shelter needs of their community. Based upon a thorough assessment of the character and composition of the local community, these plans should define shelter requirements, identify suitable and accessible facilities, discuss key partners and their shelter responsibilities, and describe the support services that will be needed to meet community needs. Emergency managers should provide guidelines for shelter operations and management, ensure adequate shelter capacity is available, and lay out procedures to ensure close coordination across shelters during a disaster.*

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States, Territories, and Tribal Governments
Governors of States and territories and tribal leaders designate or appoint a Director of Emergency Management as the lead official responsible for planning, developing, resourcing, exercising, and refining a State, territory, or tribal emergency sheltering plan that can be implemented to support and supplement local community sheltering or to coordinate shelter operations and resources across the State.

The designated State, territory, or tribal emergency management agency (EMA) establishes guidelines, policies, and procedures that aim at increasing collaboration, cooperation, and consistency in statewide emergency and shelter planning. The EMA coordinates with all agencies in the State to ensure that resources, including equipment, facilities, supplies, and personnel, are available to support shelter operations when required to do so. The State sheltering plan integrates nongovernmental organizations as well as private-sector resources. The State also coordinates among jurisdictions within the State to identify and fill gaps and develops mutual aid and assistance agreements. In time of emergency, the State may request mutual aid and assistance from other States though the Emergency Management Assistance Compact (EMAC), and coordinate with the Federal Emergency Management Agency (FEMA) to obtain Federal assistance.

Nongovernmental Organizations and the Private Sector Baseline Capability
Nongovernmental organizations and the private sector provide indispensable sheltering support to States, territories, tribal governments, and particularly local governments. They provide expertise, guidance, toolkits, commodities, managers, and volunteers and fill leading roles in shelter management, both before and during disasters.

The mass care services of nongovernmental organizations are integral to the community's ability to provide and sustain sheltering services. Through coordinated efforts with State, tribal, and local emergency management agencies, these organizations such as the American Red Cross and members of National Voluntary Organizations Active in Disaster (NVOAD) assist in determining sheltering requirements, providing shelter guidelines and assistance, and implementing shelter agreements.

In advance of and during a disaster, many private-sector entities provide resources to support sheltering operations. These partners contribute to local emergency planning; enter into agreements for technical assistance, goods, and services; and, in some cases, provide sheltering for their employees.

Federal Government
Under the Stafford Act and the National Response Framework, FEMA is responsible for coordinating Federal assistance to States in times of disaster through ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services. FEMA and key partners, such as the American Red Cross, the Department of Health and Human Services (HHS), and the U.S. Army Corps of Engineers (USACE), coordinate at the Federal and State levels, support shelter planning, develop and maintain capabilities to respond to requests from States, and play a leading support role when challenged by a catastrophe.

In most disasters where shelter services are required, the role of the Federal Government comes in two forms. First, through ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services, the Federal Government provides policy,

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guidance, and resources to support and build local and State capability. Second, when the President declares a major disaster or emergency under the Stafford Act, FEMA, through its Public Assistance Program, may reimburse a portion of sheltering and mass care costs. In larger disasters, however, if sheltering requirements exceed State capabilities, the Federal Government must be prepared to respond rapidly to a Governor's request for assistance. In some scenarios, including a catastrophic incident, the nature and magnitude of the disaster will increase the urgency and demand for Federal assistance.

Through ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services, FEMA, as the coordinating agency, leads a host of supporting Federal departments and agencies, as well as members of the National Voluntary Organizations Active in Disaster, in preparedness efforts. The Federal Government can augment State and local services, such as feeding, shelter management, facility maintenance, security, emergency supplies, medical, veterinary, crisis counseling, family reunification, and other emergency assistance. This support, which has traditionally focused on areas impacted by the disaster, may also be required by nearby or distant States that agree to host evacuees. In a catastrophic incident, the Federal Government can also coordinate the availability of and transportation to shelters located in other States.[1]

[1] Excerpts from ***National Disaster Housing Strategy*, January 16, 2009, Chapter 3. Disaster Housing: Sheltering; Shelter Responsibilities and Roles**

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Types of Shelters and Potential Uses for Public Assembly Facilities in Response to a Large Scale Disaster:

Facilities used for mega-shelters may be used for multiple purposes simultaneously as defined below:

Emergency Shelters:
Provide a safe, sanitary, and secure environment and life-sustaining services to disaster survivors displaced from their primary residences due to natural or man-made disasters

Congregate Shelters - Private or public facilities that provide contingency congregate refuge to evacuees, but that day-to-day serve a non-refuge function such as schools, stadiums and churches. Congregate shelters provide a means to a safe, sanitary, and secure environment to temporarily house people displaced by disasters and emergencies as quickly as possible.

Evacuation shelter - Provides initial and immediate safety and refuge from or during a threatened or actual incident. The primary function of these shelters is to keep people out of harm's way. After the incident occurs, this type of shelter may evolve into other types of sheltering.

General population shelter - Serves everyone in the community that does not require the level of medical care provided by a Federal Medical Station (FMS) and/or a State/locally operated medical support shelter.

Mega-shelter - Generally necessary when the number of people requiring shelter support is large and extensive damage to structures and community infrastructure limits sheltering options and results in longer shelter operational periods.

Spontaneous/ad-hoc shelter - Unplanned shelters that are opened by organizations that may not be part of the community's disaster response operations. These shelters may or may not be open to the public.

Medical needs shelters - Shelters that support individuals who have medical issues requiring care beyond the capability of a general population shelter. They are established by local, State, or tribal governments in coordination with public health and social services agencies.

Household pet shelters - Specialized shelters to meet the needs of people with household pets.

Non-Congregate Shelters - Private or public facilities that, by design, provide a short-term lodging function and an increased degree of privacy over congregate shelters. Non-congregate sheltering provides alternatives for incidents when congregate sheltering is unavailable, overwhelmed, or longer term temporary sheltering is required. This also includes individuals and households who make their

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own sheltering arrangements without assistance, commonly known as self-sheltering.

Modified vacant buildings - Such as shopping centers or factories divided into units with common bathrooms and/or kitchens

Temporarily constructed facilities - Including base camps, industrial tents, or individually sited structures

Cruise ships and/or other berthing vessels

Dormitories, barracks, or other pre-existing housing facilities

Individual tents - Provided for use on site of damaged property during dwelling repair

Self-sheltering - When those seeking refuge from an incident or event are able to identify and secure temporary accommodations without assistance (i.e. motels, hotels, homes of friends or family, or in survivor's own damaged home)

Shelter-In-Place - Populations that are directed by local officials to "shelter-in-place" or stay indoors to reduce exposure to whatever hazard is threatening the area. This may take place in a private dwelling, office, public building, or other isolated setting.

Non-Shelter Potential Uses for Public Assembly Facilities:

Evacuation Embarkation Site - Pre-identified location where individuals from a threatened or affected area gather to seek government transportation to comply with an evacuation order. These sites may offer mass care (nourishment and hydration), sanitation, first aid, processing, and vehicle staging and boarding. Or, evacuees may be transported to locations where these can be offered in a safe environment.

Reception Processing Sites - Initiated following a catastrophic event that displaces a significant number of individuals who will likely be displaced for at least six months with the possibility of permanent displacement. These are facilities where evacuees are entered into an evacuation tracking system for eventual placement into sustainable, non-congregate sheltering.

Respite Centers - Facility that provides support and services to first responders and others working in a disaster area.

Disaster Recovery Center - Facility where FEMA provides status information on client applications and general information on FEMA disaster assistance. Other Federal, State, local, and voluntary agencies may also use the facility to provide information on their disaster assistance programs.

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Staging Area - Area used for the logistical staging of emergency supplies, commodities, equipment, or staff.

Point of Distribution (POD) - Facility or area where emergency supplies and commodities are distributed to the public.

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Mega-Shelter Planning Task Force

The Mega-Shelter Planning Task Force is the multi-agency stakeholder group representing and responsible for the planning, activation, and coordination of a mega-shelter in a community. Ideally a mega-shelter planning task force is organized as a pre-disaster activity. Any task force member may request activation of a mega-shelter. A planning task force should include the emergency management agency (local, county, tribal, or State) most likely to be responsible for its activation and consists of specialists, officials, and field experts that represent the primary stakeholders.

The Mega-Shelter Planning Task Force's initial tasks should include:

1. Identify the stakeholders (organizations, agencies, and individuals) that compose the Mega-Shelter Planning Task Force.
2. Assign roles and responsibilities.
3. Develop, maintain, and implement the mega-shelter plan.

Planning Assumptions

Listed below are the planning assumptions that are recommended for consideration. Each community's Mega-Shelter Planning Task Force should review, clarify, and establish its own assumptions. Mega-shelter planning must be addressed with an all hazards scope.

1. As a result of a natural or man-made event, a large percentage of a community's population is displaced.
2. The Stafford Act and the National Response Framework would apply. FEMA is responsible for coordinating Federal assistance to States.
3. The scope and magnitude of human needs produced by all hazards trigger the deployment of multi-agency resources and technical support to the affected and host communities.
4. Risk assessment has been completed by the community, and the pros and cons of opening a mega-shelter have been evaluated. The decision has been made to open a mega-shelter.
5. A large public assembly facility is available.
6. Ten to twenty percent of those affected by the disaster will seek mass care congregate shelters.
7. Some portion of those seeking shelter can be expected to bring their household pets with them.
8. Faith based organizations, community organizations, and non-governmental organizations (NGOs) will actively participate in the provision of shelter services.
9. Voluntary Organizations Active in Disaster (VOAD) will assist with coordination, communication, and response of their members (www.nvoad.org).
10. The private sector will seek ways to participate in the provision of shelter services.
11. Mega-sheltering will be a 24x7 operation and may stress general venue capabilities and resources.

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12. Based on the demographics of the impacted community, some portion of the population seeking shelter will include individuals who require functional support to remain in a shelter environment.

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Planning

The ongoing process of assessment, evaluation and preparation to ensure the necessary authorities, organizations, resources, coordination, and operating procedures exist to provide effective mega-sheltering services.

1. Identify and establish Mega-Shelter Planning Task Force.
2. Determine whether the community's infrastructure can support a mega-shelter:
   - Can we? Determine the capability, capacity, and gaps.
   - Should we? Determine the implications of designating a venue as a mega-shelter.
   - Will we? If the facility is called upon to serve as a mega-shelter, how will the venue's ownership respond? Determine necessary support and commitment from local government. Identify the political influence and process.
3. Conduct and complete a hazard/risk analysis.

   Risk management is a systematic and analytical process that requires stakeholders to have an understanding of the elements of risk, namely:

   - What assets are involved (assets include people, equipment, supplies, facilities, infrastructure, services, information and activities)
   - What hazards exist that could threaten the assets
   - What are the chances of these hazards occurring
   - What consequences to each asset can be tolerated by the community
   - What protections are available
   - What alternative protections could be activated

   A risk formula may be used as a guide in this process. This formula allows relative risk to be quantified as follows:

   Risk = Vulnerabilities × Threat × Consequences

   This formula can assist stakeholders in understanding where to place their efforts. Threats cannot be eliminated as they cannot be controlled. And, consequences cannot be altered as they will be what they will be.

   Threats are generally classified as man-made or natural and are the hazards or actions that could be detrimental to an organization or a community. Man-made threats include power outages, terrorism, chemical-biological-radiological-nuclear-explosive (CBRNE) events, civil disturbances, etc. Natural threats include severe weather situations (such as hurricane, tornadoes, floods), earthquakes, wildfires, etc.

   Vulnerabilities are weaknesses in the organization or community that can be impacted by a threat to cause significant loss of life or property (assets). However, vulnerabilities can be controlled, and this is where planning can mitigate the consequences to a threat.
4. Determine the high risk threats.

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5. Establish financial responsibilities.
    - Determine authorities.
    - Establish limitations.
    - Establish record-keeping requirements.
    - Develop procedures to ensure record-keeping requirements are met.
    - Review FEMA Public Assistance policy to ensure that items that will be submitted for reimbursement are aligned with appropriate terms and application process.
6. Review and establish a unified incident management system to be used for mega-shelter operations.
    - Integrate with the local emergency management system.
    - Develop a mega-shelter table of organization.
    - Identify each organization's/agency's point of contact (and an alternate) and the POC's scope of authority.
7. Develop a mega-shelter operational plan based on the ConOps.
    - Identify roles and responsibilities of organizations and agencies.
    - Draft a resource and deployment plan, often referred to as a Time-Phased Field Deployment List (TPFDL). Developing a TPFDL will facilitate the deployment of resources for mega-sheltering when disaster strikes. Each agency and organization is responsible for compiling, submitting, and updating information (movements of personnel, equipment, and supplies) for inclusion in the TPFDL.

      Create a list that identifies the response type and the deployment action prior to the start up of a mega-shelter operation.

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Example Table: (a portion for a notice event, e.g. hurricane)

INITIATION TIME – / + HRS	ACTION or RESOURCE
–80	Alert Mega-Shelter Planning Task Force to place team members on "stand-by."
–72	Activate core team members to EOC.
–72	Begin the requisition process for food and supplies.
–72	Determine the population affected and quantities needed (commodities, e.g. water).
–72	Identify a staging area for the delivery of commodities.
–72	Contact vendors; determine the availability of commodities; estimate the time of arrival for truckloads needed.
–60	Mobilize staff.

8. Develop a shelter demobilization plan.
    - Determine who will authorize the suspension of shelter operations.
    - Communicate the plan to all entities for shelter closure.
    - Coordinate the demobilization of equipment and staff.
    - Prepare documents for financial reimbursement.

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Preparedness

That which we do to put in place proper conditions for readiness. The ongoing process of identifying, obtaining, developing, managing, and maintaining the human and material resources and the community relationships necessary to open and operate a mega-shelter.

1. Implement the actionable steps of your mega-shelter operational plan through:
    - Memorandums of Understandings (MOUs)
    - Site surveys
    - Vendor agreements
2. Develop a detailed mega-shelter framework for the coordination of roles and responsibility (see Appendix E Mega-Sheltering Framework).
3. Develop staffing plans for each operational function and coordinate with all involved agencies and organizations.
4. Develop training and staff mobilizations plans.
5. Conduct appropriate training sessions.
6. Develop inventory requirements and identify suppliers.
7. Identify staging and prepositioning locations.
8. Establish communications and build relationships with similar organizations and agencies in neighboring communities.
9. Identify equipment requirements and possible suppliers.
10. Develop and maintain the communication system for unified command structure.
11. Develop relationships with non-governmental and social service agencies that can identify and provide functional needs support services.

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Readiness

Process of evaluating your overall plan, conditions, processes, and capabilities to respond quickly and efficiently

1. Conduct individual agency or organization readiness assessments to determine current capabilities.
2. Conduct integrated, multi-agency Mega-Shelter Planning Task Force table top exercises to:
   - Identify capabilities and shortfalls.
   - Evaluate the ability to implement the mega-shelter plan.
   - Evaluate the performance of participating organizations and agencies.
   - Gauge the effectiveness of communication.
   - Assess the overall implementation of a unified command system.
3. Conduct shortfall/gap analysis of the plan and exercises.
4. Create an action plan to address shortfalls/gaps.
5. Refine the mega-shelter operational plan.
6. Implement a process for continuous evaluation and improvement.

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Response

The process of initiating and sustaining a mega-shelter

1. Monitor and evaluate events and/or incidents that may trigger plan activation.
2. Identify the authority for plan activation based on the event or incident.
3. Activate the plan.
4. Specific to this incident, ensure that necessary agreements, contracts, and other applicable documents are fully executed.
5. Activate and assemble the unified incident management team.
6. Activate the appropriate TPFDL plan.
7. Open and operate mega-shelter.
8. Anticipate and plan for mega-shelter closure.
9. Close mega-shelter and deactivate service agencies and organizations and demobilize equipment.

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Recovery

The processes or actions performed after closing the mega-shelter

1. Conduct an after-action evaluation.
    - Collect narrative reports from the Mega-Shelter Task Force.
2. Recovery actions
    - Evaluate the facility for damage and condition.
    - Determine the plan for returning the facility to normal operations.
    - Assess inventory and resupply as necessary.
    - Perform decontamination and hyper-cleaning.
    - Conduct exit interviews (offering education and support) to all outgoing staff.
    - Provide workers with triage, assessment, referral, and crisis intervention services as needed.
    - Compile expenses and implement invoice review process.
    - Initiate reimbursement process.
    - Recognize contributors.
    - Collect lessons learned.
3. Facility repair and restoration
    - Conduct systems inspections.
    - Initiate system repairs, replacement, and maintenance.
    - Conduct equipment inspection.
    - Initiate equipment repairs, replacement, and maintenance.
    - File claims for financial assistance.
    - Design and develop plans for construction and repair work.
    - Organize and initiate construction and repair work.
4. Business recovery
    - Develop and implement a marketing plan for the facility.
    - Review contracted events and coordinate schedules with mega-shelter recovery plans.
    - Follow-up with cancelled/postponed events.
    - Resume normal operations.
5. Re-engage Mega-Shelter Planning Task Force
    - Adjust plan based on lessons learned.
    - Review the composition and adequacy of the planning team.
    - Establish a work plan for preparedness.

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Operational Communication and Command Structure

By definition, a mega-shelter's operational structure uses "Unified Command." The unified command for a mega-shelter should be comprised of representatives from the agencies, jurisdictions and service providers who share the responsibility for the overall management of the mega-shelter within a single Command Center. A unified command allows representatives with different legal or functional authorities and responsibilities to work together effectively without affecting the individual agency's authority, responsibility, or accountability. Under a unified command, a single, coordinated mega-shelter action plan will direct all activities. The mega-shelter's director will supervise and bring together the organizations for the mega-shelter's operation from a single command and general staff perspective and speak with one voice.

Within this planning guide, there are numerous references to emergency operations center (EOC). This term is intended to imply that communications, reporting, and command and control decision-making are through the chain of command to the mega-shelter's centralized command post and may be, depending on the issue, elevated to a local EOC, or beyond.

A. Communication - Communications regarding a mega-shelter's operations takes place on three distinct levels.
   i. Internal command and control instructions
   ii. Resident communications
   iii. External and media/PR communications

   It is important that all communications and messages regarding shelter operations be made within the plan and direction of the unified command structure. Centralizing the decision-making process to the mega-shelter command post will provide the continuity, coordination, and review/approval of all messaging. Mega-shelter communications need to be created and executed in full coordination with the EOC for the incident/community. Public release of information and statements (written or in-person) should be made using a designated spokesperson.

B. Each mega-shelter's unified command system is a unique combination of the community's service providers, stakeholders, and governmental agencies. As such, it needs to define an organizational structure that creates effective relationships, communication channels, and service delivery mechanisms for the situation.

C. With a unified command system, there is not a single person responsible for all implementation and direct supervision of each and all components of the Mega-Shelter Operations Plan. Each section of the Concept of Operations (ConOps) should be the specific responsibility of someone, who in turn should become a participant in the unified command team. There should be a mega-shelter director (commander) for the mega-shelter's operation, with this person providing the leadership and central authority for coordination of service instead of the manager and task implementer of each and every component.

D. The unified command team members must meet routinely and frequently throughout the mega-shelters operation. These meetings must develop a style and function for

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the efficient coordination of service delivery, operating activities of the many components, communications, and overall incident management.

E. Connection and communication with EOC: Recognizing that a mega-shelter's operations are but one component of the overall incident or disaster response, it is critically important that the mega-shelter command post maintains an effective connection and communication channel with the community's EOC.

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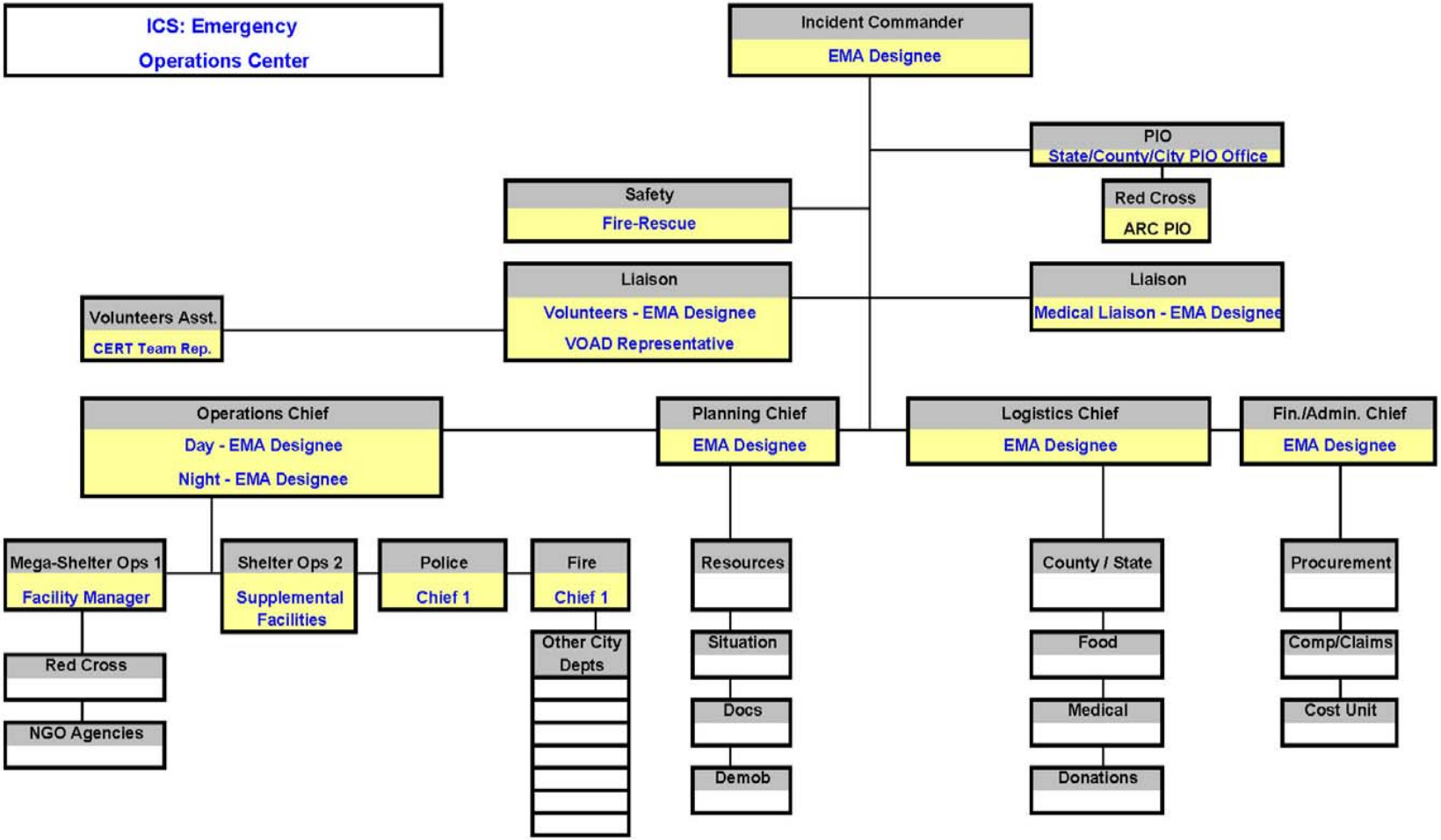
Example Table of Organization: Emergency Operations Center, under ICS



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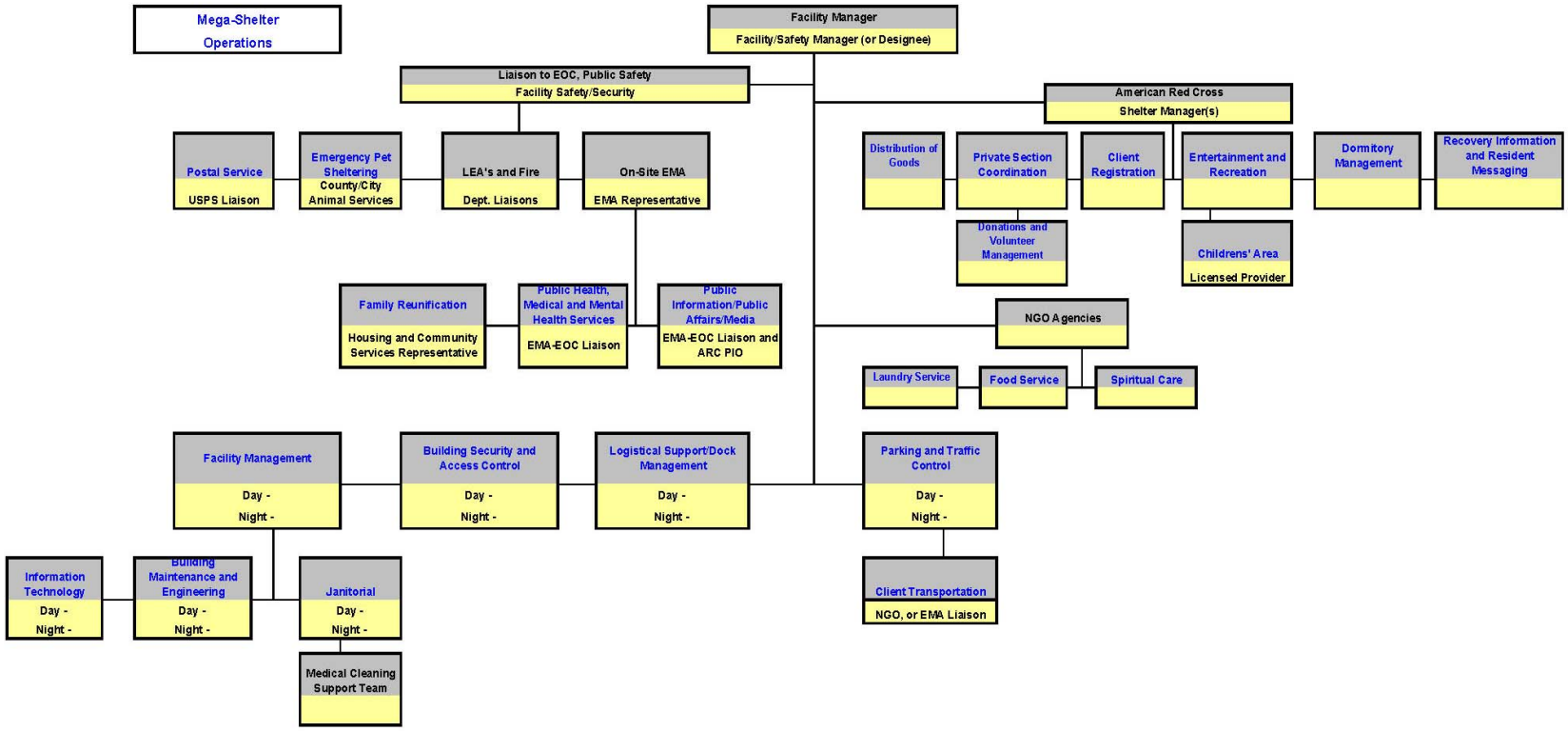
Example Table of Organization: Mega-Shelter Operations



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Concept of Operations (ConOps)

Utilization of the Concept of Operations:

Within this guide, the Concept of Operations (ConOps) is designed to provide the overall framework of mega-shelter operations and the structure with which to build a mega-shelter plan. The intent of the ConOps is to present the user with a series of questions and supporting tasks for their consideration that will aid in the development of facility specific mega-shelter procedures.

This ConOps breaks down mega-shelter operations into 24 distinct functions that may be part of a mega-shelter. A Mega-Shelter Planning Task Force, using this guide, can assign responsibilities to appropriate individuals, organizations, or agencies for the development of a mega-shelter plan or to guide the operation of a mega-shelter during a response. All of the sections in the ConOps may not be applicable to every mega-shelter operation. The ConOps includes sections that have historically been part of large operations to offer a broad planning guide.

This ConOps prompts the user to create a response plan by asking broad questions (Considerations) and then leads the user to identify specific tasks (Supporting Tasks) to be implemented and resources (Resources) to support them.

> **Considerations:** A series of questions designed to focus the user on a required planning function
>
> **Supporting Tasks:** Detailed actions related to specific considerations that provide support to the user when developing answers to the Considerations
>
> **Resources:** A suggested list of example references or resources linked to the original Consideration

The 24 distinct functions included in the ConOps are:

1. Client Registration
2. Facility Management
3. Security and Building Access Control
4. Parking and Traffic Control
5. Public Information/Public Affairs/Media Relations
6. Dormitory Management
7. Food Service
8. Public Health, Medical and Mental Health Services
9. Spiritual Care
10. Children's Areas
11. Emergency Household Pet Sheltering
12. Entertainment/Recreation

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13. Information Technology
14. Recovery Information and Resident Messaging
15. Family Reunification
16. Janitorial
17. Building Maintenance and Engineering
18. Logistical Support/Dock Management
19. Distribution of Goods
20. Donations & Volunteer Management
21. Private Sector Coordination
22. Laundry Service
23. Client Transportation
24. Postal Service

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Section 1: Client Registration	Considerations:	Supporting Tasks:	Resources:
Definition: the process in which clients' information is collected when they initially enter the shelter			
General			
	Who will be responsible for facilitating client registration?	• Coordinate with facility management and the EOC.	
	What is the flow and volume of clients coming into the facility (e.g. are they coming in buses)?	• Communicate with the EOC. • Project flow and estimate volume. • Develop service delivery and staffing plan based on estimated flow.	
	What coordination is needed with traffic and security?	• Coordinate arriving traffic and parking plan. • Coordinate security and screening needs.	• Metal detectors • Amnesty boxes
	Have the clients been pre-screened, pre-registered?	• Coordinate with the EOC. • Coordinate with the agency responsible for government-assisted evacuees. • Procure compatible equipment. • Participate in assimilation of data.	
	Are there limitations to who may be registered as a client (e.g. point to point assignments, are self-evacuees welcome)?	• Obtain directives and policies. o Sex offenders o Those requiring acute medical care o Sheltering pets o Unaccompanied minors o Pre-disaster homeless • Communicate limitations appropriately.	• Signs and flyers • Media • Public address system • **SEE EMERGENCY HOUSEHOLD PET SHELTERING, SECTION 11**

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Section 1: Client Registration	Considerations:	Supporting Tasks:	Resources:
		• Identify point of contact for anticipated populations that may have registration limitations to facilitate the appropriate support services.	
	How are immigrant populations being served?	• Determine if immigration status is a consideration for registration. • Identify cultural group leaders to speak to clients.	
	If the waiting process becomes long, how will basic human needs be met (e.g. food, water, bathroom, hygiene)?	• Establish bathroom facilities first thing. • Coordinate the distribution of basic food items and water. • Consider supplies and support needs for those in lines (e.g. diapers, first aid supplies).	

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Section 1: Client Registration	Considerations:	Supporting Tasks:	Resources:
	What will be done to communicate process and procedures to clients who are waiting in line and who have not yet been processed?	• Determine and a craft scripted message to share regarding process, procedures and general information (i.e. anticipated wait time, prohibited items, screening policies etc.). • Review information with staff and assign staff to monitor lines and verbally communicate and explain information. • Assign health and mental health workers to conduct periodic reviews of the lines to identify those who need assistance. • Run an audio loop of the scripted message, if a public address system is available.	• Public address system • Megaphones
	What systems are in place to ensure that individuals with disabilities are not separated from their support mechanisms?	• Consider the following: o Assistive technology o Service animals o Care taker o Family member who can provide support o Corresponding wristbands linking residents to their durable medical equipment and service animals o Bar-coding equipment • Label durable medical equipment so that it can be tracked and identified to its owner.	

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Section 1: Client Registration	Considerations:	Supporting Tasks:	Resources:
	What will be done to accommodate people who are unable to stand for long periods of time or are susceptible to heat/cold?	• Create an expedited processing system for medically fragile ensuring that families are kept together during processing. o Separate, distinct express lines o Queuing system that provides for designated families to progress to the front of the lines • Create a specific, distinct area for medically fragile individuals and their families and/or household pets to wait as comfortably as possible before registering. o Tented area with chairs and water on exterior of facility o Special temperature-controlled area with chair and medical cots distinct from, but in close proximity to, general registration area	
	What material resources may be needed to facilitate the registration process, specifically when accommodating individuals with functional support service needs and/or disabilities?	• Consider the following: o Signage o Barricade o Stanchion and chain o Tents with chairs • Develop strategies to assist persons with disabilities to navigate crowd management systems.	Personal assistive technology for registration process

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Section 1: Client Registration	Considerations:	Supporting Tasks:	Resources:
Client interview			
	What process will be used to collect the information (e.g. sign in sheet, registration form, and electronic process)?	• Select a process. • Procure resources. • Implement the process. • Ensure accessibility.	• Forms • IT resources • IT connectivity • Equipment • Power source(s) • Registration staff
	What is the location and space allocation?	• Design the flow. • Develop the layout. o Privacy issues • Organize the set up of the area. • Ensure accessibility.	• Cueing equipment • Tables & chairs • Set up/tear down labor
	What is the plan for unaccompanied minors?	• Determine and implement a plan for how to accommodate unaccompanied minors. • Coordinate with local law enforcement and Family Protective Services.	**SEE FAMILY REUNIFICAITON, SECTION 15**
	What is the process for health and mental health needs assessment?	• Conduct health and mental health needs assessment.	• HHS/American Red Cross *Initial Intake & Assessment Tool* and other assessment forms
Health & needs assessment			
	Are there any populations who require	• Arrange for accommodations for	• Interpreters

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Section 1: Client Registration	Considerations:	Supporting Tasks:	Resources:
	additional support while in the shelter?	anticipated special needs, such as: o Cultural o Age o Communications (Limited English Proficiency populations or individuals with sensory disabilities) o Accessibility o Medical o Functional support services • Determine assistance thresholds that will indicate that a person needs more care than available in a general population shelter. • Determine where those who may not be able to be accommodated in the shelter will be directed. • Determine how those who need to be moved to another shelter or facility will be transported.	• Translators • Escorts • Signage • Durable medical equipment • Wheelchair accessible vehicles • Medical cots • Ambulances
	How will individuals with disabilities who need either personal assistance or equipment to remain independent be identified and supported?	• Determine and enact a process for screening. • Engage NGOs, case managers, and social and healthcare workers for ongoing observation, assessment, and support of the population.	• HHS/American Red Cross *Initial Intake & Assessment Tool*
	How is the assessment being	• Contact local public health and	• Public health

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Section 1: Client Registration	Considerations:	Supporting Tasks:	Resources:
	communicated to Limited English Proficiency (LEP) and non-English speaking populations?	emergency management to determine anticipated needs and resources. • Engage non-governmental and faith-based organizations to help assess needs and provide resources. • Hire translators to supplement other resources, if necessary. • Arrange for language banks that can be accessed by phone.	• Emergency management • NGOs • Faith-based organizations • Telecommunications equipment & language banks
	How will individuals requiring medication or other medical support be identified and supported?	• Consider the following: o HHS/American Red Cross Intake Form o A plan for persons administering their own medication (e.g. keep on their person or not)	• State and local government health and mental health agencies • Case managers and social workers
	What higher level of personal assistance or medical support is available on site or elsewhere?	• Coordinate with the appropriate level of emergency management. • Coordinate with medical and mental health staff to determine who the shelter will accommodate.	**SEE PUBLIC HEALTH, MEDICAL AND MENTAL HEALTH SERVICES, SECTION 8**
Collect client data			
	What client information is needed?	• Verify what information will be collected with shelter and facility management. • Coordinate with the EOC.	
	Is there a need for verification of client data (e.g. ID)?	• Determine a process and policies for verifying data.	

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Section 1: Client Registration	Considerations:	Supporting Tasks:	Resources:
		• Procure necessary resources. • Implement a verification process. • Determine if immigration data needs to be collected.	
	What is the procedure for clients that do not have any form of identification?	• Recognize the scope of the disaster situation that may impact ID availability. • Establish a process and policies for assisting clients without identification.	
Information sharing - privacy rights			
	What privacy of information policies will be used? What information can/will be shared and with whom? Who has authority for information sharing requests? How will that information be maintained and kept confidential?	• Determine if any client information will be shared. • Verify information sharing policies with respective management and the EOC. • Implement a process for sharing.	• Privacy laws; policies of participating agencies and organizations • Privacy Act
Communicate shelter policies			
	What are the shelter policies that clients need to be made aware of?	• Determine shelter policies. • Share policies with all shelter staff, and confirm roles in enforcing policies.	
	How will policies be communicated?	• Determine methods for communicating policies (e.g. posters, flyers, audio, bulletin boards). • Ensure communication is accessible to all (including individuals with sensory or cognitive disabilities, limited English proficiency or who are non-English	• Signs and flyers • Announcements • Sign language interpreters

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Section 1: Client Registration	Considerations:	Supporting Tasks:	Resources:
		speaking). • Conduct client orientation meetings.	

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Section 2: Facility Management	Considerations:	Supporting Tasks:	Resources:
Definition: the management of facility operations and support services during sheltering			
General			
	Who is responsible for management of facility operations?	• Ensure coordination between facility, the EOC, and all entities.	
	Given the available space, what is the shelter's capacity?	• Determine the shelter's capacity, consider the following: o That which is necessary in the shelter design o Personal storage space o Flow of access within the shelter o Meal and canteen areas o Storage areas for service areas o Activity and function areas (e.g. children's areas, medical, registration, recreation) o Appropriate space and accessibility for individuals who use wheelchairs, walkers, or service animals • Develop a dormitory floor plan based on a minimum of 40 square feet per person. This is personal space, exclusive of aisles.	• **SEE APPENDIX G, SAMPLES AND EXAMPLES, CONCEPTUAL SHELTER LAYOUT** • Department of Justice ADA Checklist for Shelters
	What is the plan for traffic control?	• Consider accessibility to the shelter.	• **SEE PARKING & TRAFFIC CONTROL, SECTION 4**
	What is the plan to accommodate	• Consider the following:	• http://www.ada.gov/pcat

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Section 2: Facility Management	Considerations:	Supporting Tasks:	Resources:
	functional needs support services?	o ADA accessibility requirements o Signage o Power requirements o Location of area hospital o Support for individuals with functional needs	oolkit/chap7shelterchk.htm
	How will you identify the need for additional equipment and services due to unusual and high usage (e.g. 24x7 operation versus standard events)?	• Consider preparing for and lining up the resources for the following: o Plumbing o Electrical services o Janitorial services o Forklift equipment o Repairs o Environmental equipment o Trash services o Biohazard waste o Children's needs (e.g. diapers and formula) o Pest control • Coordinate with contractors and vendors for sales and/or leasing. • Consider seven day/week needs.	
	How will you determine the need for and ability to house special populations and operations?	• Coordinate with the appropriate level of emergency management.	

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Section 2: Facility Management	Considerations:	Supporting Tasks:	Resources:
Shelter design			
	What is the plan for allocating space for non-dormitory areas and needs?	• Consider space allocation for the following: o Residents' personal items o Recreational areas o Feeding areas o Shower and restroom areas o Food preparation areas o Support staff areas o General services o Storage o Health and mental health services, include quarantine and consultation areas o Registration area o Family areas o Children's areas o Quiet areas • Plan for the use of additional resources to support spontaneous needs (e.g. plumbing, electrical). • Consider building and building code officials' heavy involvement. • Address sanitary considerations for service animals.	• Department of Justice ADA Checklist for Shelters

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Section 2: Facility Management	Considerations:	Supporting Tasks:	Resources:
	What are the planning considerations for locating adjoining activities and spaces?	• Determine feasible locations for activities and storage areas. Consider and assess the priorities for: o Noise level for activity or space o Privacy o Traffic flow o Security o Material handling o Equipment storage o Safety o Type of activity and demographics of participants o Proximity to rest rooms and medical services o Lighting o Floor surfaces o HVAC and environmental conditions o Utility services. • • Determine the location of support materials near the respective operation (e.g. medical supplies near medical area).	
	What is the plan for receiving residents?	• Determine feasible demarcation points for shelter residents. • Consider inclement weather (e.g. heat,	• **SEE CLIENT REGISTRATION, SECTION 1**

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Section 2: Facility Management	Considerations:	Supporting Tasks:	Resources:
		cold, rain). • Consider a waiting area for residents waiting to be registered.	
	What is the plan to preserve client privacy?	• Consider the following privacy issues: o Media visits o Windows o Separating dormitory and recreation areas o Showers with shower curtains o Care of health related needs (e.g. colostomy bags)	
Public health			
	Who will be your liaison to the public and environmental health departments?	• Coordinate with public health officials beginning with local agency. • Coordinate with facility staff to ensure proper sanitation and environmental controls (e.g. air ventilation). • Consider needs specific to medical areas.	• **SEE PUBLIC, MEDICAL AND MENTAL HEALTH SERVICES, SECTION 8**
Administration & finance			
	How are your expenses logged and tracked?	• Determine eligibility requirements for reimbursement and what additional documentation is required. • Develop a system to log and track expenses of all services and entities. • Develop a file system for all receipts, bills of lading, invoices, purchase	

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Section 2: Facility Management	Considerations:	Supporting Tasks:	Resources:
		orders, etc.	
	How are you scheduling and tracking labor?	• Consider tracking staff hours. • Determine eligibility requirements for reimbursement and what additional documentation is required.	
	What is your plan for reimbursement?	• Identify sources for potential reimbursement (e.g. FEMA Public Assistance Grant program). • Determine requirements for reimbursement. • Consider additional purchasing procedures for all entities. • Determine the approval process for purchasing.	• FEMA: Private Non-profit (PNP) Facility Eligibility • FEMA: Eligible Costs Related to Evacuation and Sheltering • FEMA: Host State Evacuation and Sheltering Reimbursement • FEMA: Eligible Costs Related to Pet Evacuations and Sheltering
Operational staff			
	What is your plan for a 24x7 operation?	• Determine additional staff and equipment resources necessary to support operation. • Be aware of staff's physical and emotional stress. • Develop a schedule of staff shifts including rest cycles.	

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Section 2: Facility Management	Considerations:	Supporting Tasks:	Resources:
		• Ensure that counseling is available.	
	• Will staff need housing, support services, and/or personal accommodations?	• Determine the incident's effect on staff and family. • Determine the potential housing, support service, and personal accommodation needs of staff. • Separate staff housing and support from shelter residents. • Consider the following: o Number of staff and family members o Length of time supporting mega-shelter's operation; shift length, projected duty assignment, and shelter's operation time period o Needs of family members of staff o Available resources in shelter o Available resources in community	
	What is the plan to initiate, operate, and close shelter operations?	• Be prepared for phases of operations (e.g. opening vs. close). • Be prepared to utilize areas in a non-traditional format.	
HVAC operation			
	What additional system evaluations are necessary when operating 24x7?	• Consider the following: o Inability to shut down comfort systems for normal preventive maintenance	

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Section 2: Facility Management	Considerations:	Supporting Tasks:	Resources:
		o Operating equipment outside normal parameters (i.e. hotter or colder) o Airflow and additional ventilation in high density areas o Odor control o Emissions control	
Client services			
	What are the shelter population's demographics?	• Coordinate with the EOC. • Determine what resources are necessary, such as: o Translators o Nurses o Social services o Local school districts o Dietary needs o Children and infant needs o Elderly needs o Accessibility needs o Material support	• **SEE CLIENT REGISTRATION, SECTION 1** • **SEE DORMITORY MANAGEMENT, SECTION 6** • **SEE PUBLIC HEALTH, MEDICAL AND MENTAL HEALTH SERVICES, SECTION 8**
Evacuation & emergency plans			
	What is the plan for service outages?	• Consider the following possible outages: o Water	

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Section 2: Facility Management	Considerations:	Supporting Tasks:	Resources:
		o Electrical o Sewage o Communication o Climate control (e.g. AC)	
	What is the plan to evacuate or relocate shelter clients?	• Determine who is authorized to order evacuation and reentry. • Develop a plan based on the predicted risks of the area (e.g. tornado vs. earthquake). • Communicate the plan to all entities. • Consider the following: o Reason for evacuation o Special need clients o Persons needing additional assistance (e.g. those experiencing panic or shock, persons needing an escort) o Gathering areas o Staff roles and responsibilities o Communication (verbal and written) o Estimated length of evacuation o Security plan	
Fire & safety code compliance			
	Who is the liaison with the local fire department?	• Coordinate with local fire department to identify point(s) of contact.	

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Section 2: Facility Management	Considerations:	Supporting Tasks:	Resources:
	How will you ensure fire code compliance?	• Coordinate with the fire marshal in shelter design and layout. • Coordinate with risk management and safety staff for the facility. • Communicate to all entities the fire code and safety regulations.	
Record keeping /tracking			
	How do we pass information to each shift change?	• Determine the method and forms with which information is passed from shift to shift. • Establish elements of information to be exchanged during shelter briefings. • Consider using current software or systems available at the facility. • Consider utilizing FEMA ICS Form 214 - Operational Planning Worksheet. o Note: Make sure all documents and pass-downs are user friendly.	• Facility software example: Awaremanager, eTeam, eSponder, WebEOC • FEMA ICS, Form 214
	During each shift, how is each entity's authority figure identified?	• Consider the following: o Central operations information center o Badge, vest, or credentialing system	
	How often do we update files as a group (e.g. shelter numbers, services requests, medical needs, support services)?	• Determine within the shelter structure of unified command when updates and information are given to all entities. • Provide a resource location for filed	

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Section 2: Facility Management	Considerations:	Supporting Tasks:	Resources:
		updates. • Coordinate all updates with the EOC.	
	How are the back-up documents tracked?	• Consider each entity. • Designate a historian that will track o General information o Incident Briefings and Action Plans	• During audits with local, State, or Federal agencies, daily logs and general information can assist with the reimbursement process.
	How are incidents tracked?	• Determine what incidents are tracked by and from each entity's perspective. • Consider that a facility may have a system in place to track incidents. • Consider the following: o Slips and falls o Injuries o Inappropriate conduct o Access denied to certain individuals o Use of illegal substances o Weapons	
Public address system			
	Is there an existing system that allows certain areas to be isolated?	• Determine the parameters.	
	What is the plan and guidelines for usage of the PA system?	• Determine the parameters with which entities may utilize the system. • Determine and post a schedule for	• Messaging center including interpreters for multiple

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Section 2: Facility Management	Considerations:	Supporting Tasks:	Resources:
		announcements. • Consider the following: o Approved announcements o Function of system o Directions for system use o Alternative formats for individuals that are deaf or hard of hearing, or have limited English proficiency	languages, pictograms, print materials (e.g. large print, Braille, multiple languages)
	Other than emergencies, what use does the public address system/world microphone have?	• Determine if general announcements should be made to all in the shelter. • Provide instructions of use from isolated areas to all area call (if available).	
	How are printed or digital messages distributed?	• Determine if the facility or vendors have a digital signage.	
Signage			
	How will you identify and direct clients to public areas?	• Consider directional or trailblazing signage for: o Exits o Main entrances o Restrooms o Showers o Smoking areas o Meal and canteen areas o Parking o Message centers	• Interpreters for multiple languages • Pictograms • Print materials (e.g. large print, Braille, multiple languages)

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Section 2: Facility Management	Considerations:	Supporting Tasks:	Resources:
		o Medical and first aid areas o Activity and functional areas • Consider informational signage to: o AED o Fire extinguishers o Other emergency resources	

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Section 3: Security & Building Access Control	Considerations:	Supporting Tasks:	Resources:
Definition: creating and implementing plans and procedures for all constituents to ensure the mega-shelter is a safe place			
General			
	Who is responsible for the security and access procedures for the mega-shelter?	• Coordinate with the EOC and facility.	
	What kind of entry accommodations need to be considered for all those entering the shelter?	• Plan entrance points for all constituents. Consider the following: o Residents o Volunteers o Medical o Staff o Logistics o Food o Donations o Media o Distinguished guests o Visitors of residents o Agencies providing information o Professional and social services o Individuals with disabilities o Non-residents accessing specific shelter services, if applicable	
	What are the entry and exit policies, and who has access?	• Develop procedures to determine dormitory residents' eligibility. • Determine access policies, consider	• **SEE CLIENT**

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Section 3: Security & Building Access Control	Considerations:	Supporting Tasks:	Resources:
		the following: o Non-resident access areas o Dormitory access requirements o Resident exit and reentry o Non-resident exit and reentry (e.g. volunteers, vendors, staff, individuals seeking services, guests) • Consider physical screening methods for initial entry and reentry.	**REGISTRATION, SECTION 1**
	How can you best utilize the existing structure of the facility to accommodate entry?	• Determine how to place entrances considering the physical characteristics of the space (e.g. stairs, ramp capacity, number of doors). • Plan and procure appropriate directional signage. • Consider human and physical (e.g. barricades, physical boundaries, signage) resources available. • Coordinate with the existing shelter floor plan.	
	What kind of initial and ongoing access needs will be required for residents, non-residents seeking services, visitors of residents and service providers?	• Consider the additional services that will require access during ongoing shelter operation.	

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Section 3: Security & Building Access Control	Considerations:	Supporting Tasks:	Resources:
		• Establish an exit and reentry procedure for: o Residents o Non-residents seeking services o Visitors o Service providers	
	What are the environmental considerations or circumstances under which your residents will be arriving?	• Consider the following external factors when setting up queuing systems and entry points: o Weather conditions (e.g. heat, cold, rain, etc.) o Air quality o Temperature o Hydration needs o Food needs o Restroom accessibility o Respite areas • Consider time of arrival (e.g. large populations arriving during sleeping hours). • Consider the length of resident travel time to shelter. • Adjust human resources during these circumstances.	
	Who is the designated point of contact to	• Determine all entities and define roles	

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Section 3: Security & Building Access Control	Considerations:	Supporting Tasks:	Resources:
	coordinate all security?	and responsibilities. o Local law enforcement o Contract/building security o National Guard o DEA o FBI o Personal security o Peer security o Fire marshal o Public health o Emergency medical technician o Traffic control officers o Office of Emergency Preparedness o Volunteer organizations • Coordinate the implementation of shelter policies. Consider the following: o Criminal justice o Sex offenders o Drug enforcement o Prohibited items o Background checks for staff o Access to and sharing client information with authority • Establish chain of command. • Consider an Incident Command	

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Section 3: Security & Building Access Control	Considerations:	Supporting Tasks:	Resources:
		System structure and responsibilities. • Consider the human and physical resources of each entity (e.g. barricades, magnetometers).	
	What are the needs and resources available to support a 24x7 operation?	• Consider all entities. • Determine a schedule. Consider the following: o Shelter schedule o Number and level of access to restricted areas o Media requests for access o Estimated arriving populations o Population demographics o Transportation schedule o Perimeter access o Lighting schedule o Exterior environment o Interior environment (e.g. heat, ventilation, and air conditioning) o Population density in dormitory o Availability of resources o Non-resident access	
	What areas need restricted access and surveillance?	• Determine the complete footprint of your shelter area and what areas will be completely off limits. Consider the following:	• Existing surveillance equipment

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Section 3: Security & Building Access Control	Considerations:	Supporting Tasks:	Resources:
		o Administration offices o Meeting rooms o Suites o Press box o Kitchens o Production rooms o Parking structures o Dedicated facility storage areas o Control rooms (e.g. A/V rooms) o Perceived gathering locations (e.g. halls, lobbies) o Roof access/catwalks • Determine areas that require restricted access and/or surveillance. Consider the following: o Pharmacy o Medical storage o Infirmary o Storage o Children's areas o Shower and restroom areas o Hidden stairwells o Loading dock o Parking lots o Dormitory area	

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Section 3: Security & Building Access Control	Considerations:	Supporting Tasks:	Resources:
	What will the credentialing system be to control access to the mega-shelter and areas within it?	• Determine the credentialing process. Consider the following: o Residents o Non-residents o Resident visitors o Volunteers o General facility operational staff o Facility administration staff o Vendors o Security staff o Parking staff o Media access o VIPs o Medical and mental health service providers o Child care providers • Establish a procedure for issuance and return of credentials. • Establish authority to issue credentials.	• Badges and IDs • Wrist bands • Scanners • Keys and locks
Entry, screening, and search			
	What are the demographics of the anticipated resident population, and what level of search and screening will be required?	• Determine search and screening procedures: o Metal detector screening o Bag checking	• Law enforcement liaison • Magnetometer or wands • Care facility liaisons

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Section 3: Security & Building Access Control	Considerations:	Supporting Tasks:	Resources:
		○ Visual screening • Contact EOC to determine if there are anticipated evacuees from: ○ Group home ○ Long-term care and assisted living facilities ○ Correctional facilities ○ Individuals subject to department of corrections and/or law enforcement supervision	
	What are your language support capabilities during the screening process?	• Consider the following resources: ○ Translators ○ ASL	
	Has the group been previously screened before arriving to the mega-shelter?	• Contact EOC to determine the depth of prior screening.	
	What are the prohibited items, and who will establish them?	• Establish the prohibited items, such as: ○ Weapons ○ Illegal drugs ○ Animals (service animals permitted) ○ Fireworks ○ Small cooking appliances (e.g. fry daddy's) • Contact the EOC.	• Facility's general prohibited items list • Fire marshals • Law enforcement officials • Venue policy

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Section 3: Security & Building Access Control	Considerations:	Supporting Tasks:	Resources:
	What procedures will be established when prohibited items are found?	• Determine a plan for residents to return any prohibited items to their own vehicle or other designated area. • Coordinate with local law enforcement regarding storage of prohibited items. • Determine a procedure for redirecting animals other than service animals.	
	What procedures will be established to monitor physical and mental health while residents are waiting in line?	• Determine if special entry points or expedited entry will be established to accommodate those with mental health or health needs. • Coordinate with NGOs and public health.	
	What contained and controlled areas can be allocated to accommodate residents after screening while waiting for the registration process?	• Determine climate controlled, easily contained and controlled physical locations that can be designated as waiting areas after screening, but prior to registration. • Determine space that will be specifically utilized for this purpose during peak registration and screening times.	
Perimeter control			
	What barriers are in place to limit resident exploration?	• Consider naturally isolated areas, perceived hidden or concealed locations.	
	How will the residents be arriving (e.g.	• Plan and coordinate with traffic and	

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Section 3: Security & Building Access Control	Considerations:	Supporting Tasks:	Resources:
	buses, personal vehicles, length of travel) and will they need any special access requirements?	transportation control.	
	What changes to the routine operations are necessary to keep areas secure? What doors must stay locked?	• Consider adjustments to default operating schedules (e.g. door closures, escalator schedules, door opening times). • Establish a team to coordinate and communicate a plan for the entry/exit points schedule and procedures for shelter and dormitory access that includes facility, security, and dormitory management staff. • Coordinate with EOC.	
Dormitory monitoring & security			
	What are the dormitory entry access points?	• Determine monitoring method of access.	• **SEE DORMITORY MANAGEMENT, SECTION 6**
	What will be monitored in the dormitory area?	• Consider the following: o Unauthorized individuals o Prohibited items o Preservation of shelter policies o Preservation of aisle space o Preservation of designated areas (e.g. families with children)	• Fire marshal • Building codes

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Section 3: Security & Building Access Control	Considerations:	Supporting Tasks:	Resources:
		o Noise level o Overcrowding	
	What resources are available for monitoring the dormitory area?	• Consider engaging shelter residents to supplement security staff. • Consider existing surveillance technology equipment.	
Restroom & shower facilities monitoring			
	Who will be monitoring the facility services that are being provided?	• Consider utilizing o Bathroom monitor(s) o Monitor(s) for outdoor sites o Monitor(s) for shower access and scheduling	
	What are the lighting conditions for exterior areas where services are being provided?	• Consider increased lighting for exterior restrooms or showers.	
	What is the detailed shower schedule?	• Determine gender specific shower times and areas. • Determine special accommodations for different groups (e.g. single parents with children of different genders, those with functional support needs). • Ensure that the hot water supply can accommodate the schedule.	

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Section 3: Security & Building Access Control	Considerations:	Supporting Tasks:	Resources:
Loading dock security			
	What is the access communication structure?	• Develop a loading dock access plan. • Coordinate with all entities.	• **SEE LOGISTICAL SUPPORT/DOCK MANAGEMENT, SECTION 18**
	What are some concerns that may affect scheduling of loading dock security staff?	• Consider the following: o Dock access times o Unauthorized deliveries o Delivery schedule o Physical structure of receiving area and resources o Scarcity of items being delivered (e.g. water, food) o Securing and tracking of resources	
Shelter curfew			
	What rules for curfew need to be established?	• Contact the EOC. • Determine exceptions to curfew rule (e.g. people who work night shifts). • Establish through unified command and implement by shelter manager.	
	How will the curfew be implemented?	• Ensure procedures are communicated to residents. • Enforce curfew.	

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Section 3: Security & Building Access Control	Considerations:	Supporting Tasks:	Resources:
Key & lock control			
	What is the current facility's key and lock infrastructure?	• Contact the facility manager. • Consider the current facility plan.	
	What areas need to be secured?	• Determine if existing infrastructure accommodates mega-shelter needs.	
	Who needs access to secured areas?	• Determine each entity's authorized point of contact for access rights. • Determine a policy for distribution of resources (e.g. keys, lockboxes, alarm codes).	

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Section 4: Parking & Traffic Control	Considerations:	Supporting Tasks:	Resources:
Definition: coordinating, directing, routing, parking, and staging of vehicles related to mega-shelter operations.			
General			
	How many people are you expecting?	• Communicate with the EOC or point of contact for the operation.	
	What is the estimated time of arrival for residents, volunteers, and special guests?	• Communicate with the EOC. • Determine a general and flexible timeline to coordinate traffic control.	
	Where will the main facility entrance for clients be located?	• Select an easily accessible location. • Consider routing and queuing space.	
	What areas of your property will not be available for parking?	• Determine non-parking related needs and uses for outdoor spaces (e.g. equipment staging). • Designate areas and lots for non-parking use.	
	Where will donations be directed?	• Communicate with the EOC to determine donation policies and how to reroute traffic as necessary.	• **SEE DONATIONS AND VOLUNTEER MANAGEMENT, SECTION 20**
	What are the different restrictions for vehicle access? How will these restrictions be communicated?	• Determine specific groupings' routes. • Develop a communication plan for all constituency groups.	
	What are the expectations of attendees?	• Determine their status of arrival and anticipated flow of vehicles. • Coordinate with the EOC (e.g. critical transportation needs, buses vs. self evacuees).	
	Who are you parking and where?	• Determine the capacity and location of	

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Section 4: Parking & Traffic Control	Considerations:	Supporting Tasks:	Resources:
		all listed below: o Individuals with disabilities o Buses o Shuttles o Personally owned vehicles o Media/satellite trucks o Staff o Spontaneous volunteers o VIPs o Deliveries (e.g. food service, supplies) o Guests of residents o Basic information seekers • Determine pick up and drop off plans. • Determine routing for pet drop off. • Determine any existing facility plans and resources for media/satellite truck access.	• **SEE EMERGENCY HOUSEHOLD PET SHELTERING, SECTION 11**
	Who is managing the traffic?	• Facility management • Law enforcement • Coordinate with the EOC to designate alternative staff.	
	Who is managing parking operations?	• Determine with EOC parking management.	
	Are there any planned or cancelled events?	• Consult events and booking department.	

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Section 4: Parking & Traffic Control	Considerations:	Supporting Tasks:	Resources:
		• Develop a plan to ensure proper coordination with existing events.	
	What is your departure plan for the residents?	• Coordinate final bus loading and staging areas. • Coordinate with shelter manager, and determine if any items will be distributed to residents upon departure.	
	What is the plan for receiving a large volume of shelterees?	• Determine if there will be a government-assisted evacuation. • Determine from the EOC if an evacuation reception process will be used. • Determine from the EOC the arriving population's main transportation modes for traffic management: o Personal vehicles o Buses o Mass transit o Aircraft	
	What is the plan for receiving clients, volunteers, staff, and material resources?	• Consider the separating route and traffic flow for the following: o Volunteer entrance o Client entrance o On-site services o Guests and media • Consider the proximity to registration. • Consider outside directional signage	

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Section 4: Parking & Traffic Control	Considerations:	Supporting Tasks:	Resources:
		(e.g. trailblazing, entrance name). • Determine equipment that may be utilized during arrivals and departures (e.g. dollies, personal equipment). Assign a route that can accommodate.	
Traffic control			
	What streets will remain open and closed?	• Coordinate with the EOC. • Assess the safety of the residents and patterns of traffic.	
	What additional resources are needed for a twenty-four hour operation?	• Determine available human and material resources (e.g. equipment, utilities).	• Facility • Police • EOC
	What special considerations need to be made for all the expected constituents mentioned above?	• Determine needs and order additional equipment and the signage necessary. • Coordinate with the EOC. • Disseminate necessary information regarding the traffic plan to all constituency groups.	• Facility's existing communication plan
	Do any special accommodations need to be made to coordinate simultaneous ingress and egress?	• Determine capacity and develop a plan. • Determine the resources required to implement the plan. • Determine staff requirements. • Consider registration capacity to determine the rate of off-loading of the vehicles.	• Police • Flaggers

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Section 4: Parking & Traffic Control	Considerations:	Supporting Tasks:	Resources:
	What access will there be for emergency first responders?	• Coordinate with the EOC.	
Parking			
	What is the parking layout?	• Determine the specific parking locations for: o Clients o Volunteers o Staff o Staged emergency response and medical vehicles o Supply trucks • Consider unique scheduled activities (e.g. recovery assistance, entertainment, media visit, VIP visit).	
	How is the parking plan communicated?	• Coordinate with all the constituency groups (e.g. traffic routes, parking location/lot, hours for access, required credentials, prohibited items). • Ensure parking and the traffic flow plan are coordinated with public information and media plans.	• Signage • **SEE PUBLIC INFORMATION/ PUBLIC AFFAIRS/MEDIA RELATIONS, SECTION 5**
Signage			
	What additional signage will be needed?	• Access available inventory. • Access available directional signage (e.g. BLUE LOT vs. volunteers, media). • Determine needs for: o Volunteers	

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Section 4: Parking & Traffic Control	Considerations:	Supporting Tasks:	Resources:
		o Media o Individuals with disabilities o Donations o Deliveries o Staging area o Staff (e.g. facility staff, non-governmental agencies, governmental agencies) o Shuttles o Resident parking o Resident drop off and pick up o Buses o Law enforcement o Credentialed guests o Food service o Bulk Distribution o Resident Visitors • Create and procure necessary signs. • Consider the need for non-English language signs.	
Individuals with disabilities			
	How many individuals with disabilities do you anticipate arriving at the shelter that will need additional assistance?	• Coordinate with the EOC. • Collect data regarding prospective shelter residents (e.g. local request for assistance, phone center [211]).	

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Section 4: Parking & Traffic Control	Considerations:	Supporting Tasks:	Resources:
	What is the plan to accommodate residents who arrive needing accommodations because regular parking and pedestrian resources do not meet access needs?	• Coordinate internal receiving sites. • Ensure safety of transition from vehicle to facility. • Consider providing: o Accessible overflow parking (e.g. non-traditional space such as streets) o On-site shuttle transportation o Drop off lanes o Valet service o Paratransit vehicles	
	What is the plan for inbound and outbound medical or paratransit vehicle access?	• Identify a location for vehicles. • Develop procedures for transport to/from the vehicle staging location.	
Deliveries			
	What special delivery locations are necessary?	• Determine needs for: o Food services o Equipment (e.g. showers, hand washing stations, material handling equipment, cots) o Donations o Bulk distribution o Medical supplies o Pharmaceutical supplies o Durable medical equipment (e.g. wheelchairs)	

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Section 4: Parking & Traffic Control	Considerations:	Supporting Tasks:	Resources:
		• Develop a communication plan for specific locations. • Ensure appropriate signage.	
	What special controls are necessary for delivery sites?	• Develop a communication plan for scheduled deliveries. • Coordinate with governmental and non-governmental agencies. • Develop access requirements and controls.	
	What is your plan for unscheduled deliveries?	• Determine staging area for unscheduled arrivals. • Determine a communication plan. o Consider unsolicited donations.	
Emergency evacuation			
	What is the plan for emergency evacuation of the site?	• Consider the following: o Staging buses, including accessible vehicles, to assist with evacuation o Providing assistance to individuals with disabilities o A safe location until all clear is given o What is the route to gather evacuated clients, volunteers, and staff? o Communication, direction, and assistance for individuals with disabilities	

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Section 4: Parking & Traffic Control	Considerations:	Supporting Tasks:	Resources:
		• Pre-planned police evacuation plans (e.g. contraflow) • Coordinate with the EOC and facility's plan.	

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Section 5: Public Information/ Public Affairs/ Media Relations	Considerations:	Supporting Tasks:	Resources:
Definition: coordinating and disseminating information for both the general public and clients along with interacting with the news media.			
Information management			
	How should public information be coordinated among all the constituents?	• Develop a plan for the dissemination of information. o Ensure agencies are appropriately represented. o Develop a plan for an information feed to a spokesperson. o Consider the approval process. o Consider different communication types for individuals with hearing impairments or limited English proficiency (e.g. ASL, multilingual). • Identify a lead public information officer to coordinate messaging and facilitate media access. • Include the appropriate public information officers from the different agencies. • Consider joint press releases or joint briefings with other agencies.	
	Who owns the information, and who should be the party disseminating it?	• Determine if the information is jointly shared or represented by one single agency (e.g. a request for donations). • Stay in your lane (e.g. only represent	

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Section 5: Public Information/ Public Affairs/ Media Relations	Considerations:	Supporting Tasks:	Resources:
		information your agency maintains).	
	What are the communication guidelines for staff?	• Consider the following: o Staff roles within each agency's guidelines (Who is allowed to speak to the media?) o Understanding amongst agencies o Staff should only speak in their breadth of knowledge and authority. o Avoid speaking on behalf of other agencies.	
Spokesperson for the shelter			
	Who is the spokesperson at the shelter?	• Consider the following: o Public speaking skills o Prior experience o Knowledge of the shelter and shelter operations o Knowledge of partner agencies and roles o Familiarity with agency policies and corporate knowledge	
	What are the qualities and roles of the spokesperson?	• Consider the following: o A person's familiarity of the shelter and shelter operations o Organizational policies	

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Section 5: Public Information/ Public Affairs/ Media Relations	Considerations:	Supporting Tasks:	Resources:
		o A person's ability to act as the "face" of the shelter o What he/she is authorized to discuss o Ability to attend operational briefings and receive shelter updates	
Media areas			
	What is the plan for media access to the shelter?	• Consider only allowing media access to the inside of the shelter if escorted by media relation staff.	
	What designated areas are needed for media relations/public affairs?	• Determine what spaces are needed to support media relations/public affairs. Consider the following: o Area for press conferences & interviews o Work space for public affairs staff o Media parking o Broadcast trucks • Determine where the media areas will be located based on the facility's blueprint. Consider the following: o Working area/media compound that allows for a designated media entrance (e.g. restricted access, close in proximity to a separate entrance to the facility, removed	• **SEE PARKING & TRAFFIC CONTROL, SECTION 4**

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Section 5: Public Information/ Public Affairs/ Media Relations	Considerations:	Supporting Tasks:	Resources:
		from the public/resident entrance) o Areas that allow for resident privacy o Access to existing logistical support for media such as telephone lines (e.g. press rooms) o Broadcast truck area with pre-existing power & connectivity	
	What physical resources are needed to support public affairs?	• Determine requirements such as: o Power o Connectivity o Microphones o Staging/risers o Podium o Pipe & drape o Mult boxes, additional AV needs o Tables & chairs • Identify existing and additional sources.	
Dissemination of information			
	What information does the general public need?	• Consider the following general information needs: o Location of assistance centers o Public health and safety messages	

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Section 5: Public Information/ Public Affairs/ Media Relations	Considerations:	Supporting Tasks:	Resources:
		o Explanation of shelter services o Shelter location o Donation locations o Donations needed/accepted o Volunteer opportunities (e.g. What can the public do to help?)	
	What method of dissemination will be utilized to communicate information to the general public?	• Consider the following: o Press releases o Media alerts o Website updates o Social media tactics o Press briefings o Community events	
	What information do the shelter residents need?	• Consider the following: o Presence of news media in the shelter o Anticipated closing of the shelter o Transportation arrangements o Personal needs at the shelter (e.g. what to bring, expectations, prohibited items) o License and identification policies (e.g. Citizenship proof is not required.)	

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Section 5: Public Information/ Public Affairs/ Media Relations	Considerations:	Supporting Tasks:	Resources:
Media access to clients & to specific areas			
	In what exterior areas can the media be located that maintain the privacy of the shelter residents?	• Consider the following: o Visual of the main entrance o Branding o Cabling and equipment needs o Designated access points o Protection from the elements	
	To what interior areas can the media have access while maintaining the privacy of shelter residents?	• Consider the following: o Resident privacy o Timing o Shelter schedule o Escort or guide for media o Single feed to audio/visual • Consider a holding area for media personnel to wait in before media escort has arrived.	
	What areas could be inappropriate to film?	• Consider the following: o Health/mental health services o Dormitory o Bathing areas o Casework areas (be considerate of client privacy)	

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Section 5: Public Information/ Public Affairs/ Media Relations	Considerations:	Supporting Tasks:	Resources:
		o Children's area (ensure guardian permission)	
	What are the roles, skills, and responsibilities of a media escort?	• Consider the following: o Negotiation ability with media personnel o Commitment to maintaining client privacy o Creativity (alternative camera angles) o Public speaking o Familiarity with shelter residents o Familiarity with restricted areas	
Celebrity & VIPs			
	What is the plan for addressing celebrity and VIP visits?	• Appoint someone to oversee celebrity and VIP guests, consider the following: o Understand the intention of their visit (e.g. site tour, volunteer opportunity, etc.). o Coordinate the timing of the visit with the shelter schedule. o Consider designating a photographer. o Designate an escort for the entire visit. o Is the VIP okay with media/public	

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Section 5: Public Information/ Public Affairs/ Media Relations	Considerations:	Supporting Tasks:	Resources:
		promotion of the visit (before and after)? o Is the VIP interested in media availability during the visit? (If so, create basic talking points for the VIP.) • Coordinate with the security and shelter managers. o Notify volunteers and staff. o Notify residents when appropriate. o Arrange for appropriate support.	
	How many guests or other personnel will accompany a VIP?	• Consider the following: o How many guests will be accompanying the VIP? o Will media be in the entourage?	
Crisis communication management (non-evacuation)			
	Who will be your crisis communication team?	• Consider the following: o Coordinating with facility contact o Understanding of facility emergency procedures o Understanding of shelter emergency protocols	

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Section 5: Public Information/ Public Affairs/ Media Relations	Considerations:	Supporting Tasks:	Resources:
	What types of events should one be prepared for?	• Consider the following: o Gang activity o Violence o Abuse o Death and illness o Disease outbreak o Rumor control o Accidental injury o Utility outages o Inclement weather o Theft	• See facility's emergency procedures • Agency emergency procedures

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Section 6: Dormitory Management	Considerations:	Supporting Tasks:	Resources:
Definition: establishment and management of a congregate sleeping area for all residents			
General			
	Who will be responsible for the management of dormitory needs within the mega-shelter?	• Establish key coordinating agency through unified command. • Determine responsibilities for this agency and supporting entities.	• Local American Red Cross chapter • Local NGOs
	How will the departure of residents be communicated with the dormitory staff in order to ensure that they plan appropriately?	• Develop a way to monitor movement of residents and share information. • Consider the following: o Moved from the shelter to another facility (e.g. hospital, nursing home, correctional institute, etc.) o Relocated to another shelter o Involuntarily removed from the shelter o Found alternative housing	• **SEE CLIENT REGISTRATION, SECTION 1**
	How will space and cot allocation be prioritized?	• Determine plan for the prioritized disbursement of limited resources (e.g. expecting mothers, elderly).	
Set up of dormitory space			
	What physical space will be provided as usage for a dormitory?	• Consider appropriate shelter areas: o Floor space o Concourses o Parking facilities	

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Section 6: Dormitory Management	Considerations:	Supporting Tasks:	Resources:
		o Meeting rooms o Suites o Seating areas	
	What are some of the considerations for allocating the space configuration?	• Determine a spatial layout and create a physical floor plan. Consider the following: o Fire code o Personal dormitory space: min. 40 sq. ft. per person, exclusive of aisles o Cross aisle width: • Recommended10–15 ft. for improved quality of life • Minimum 5 ft. o ADA requirements o Proximity to restrooms o Proximity to electricity o Sleeping schedules (e.g. daytime sleepers) **Note: An ideal configuration provides open access and easy management of dormitory operations. Minimize compartmental space.*	• Local fire and building codes • NFPA Life Safety Code 101 • **SEE APPENDIX G, SAMPLES AND EXAMPLES, CONCEPTUAL SHELTER LAYOUT(S)**
	What populations need designated space?	• Consider the following/resources: o Families o Single women/men	

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Section 6: Dormitory Management	Considerations:	Supporting Tasks:	Resources:
		o Individuals requiring support for assistive technologies o Cultural/religious groups o Unique populations (e.g. transgender, sex offenders) • Establish a liaison for local, tribal, State, and Federal resources (EMA) regarding the demographics of likely residents • Establish availability of resources • Design layout of space	
	What other types of resources are available for dormitory support and what is their proximity to the designated location?	• Restrooms • Utilities • Storage space • Baby/diaper changing areas • Breast-feeding areas • Trash disposal • Bathing areas • Changing areas * *Consider the privacy needs for these areas*	• **SEE CLIENT REGISTRATION, SECTION 1** • **SEE LOGISTICAL SUPPORT/DOCK MANAGEMENT, SECTION 18** • **SEE PUBLIC, MEDICAL AND MENTAL HEALTH SERVICES, SECTION 8**
	How will you control the flow of access into the dormitory area?	• Determine if wrist bands or other control mechanisms are needed. • Security checkpoint	• **SEE SECURITY AND BUILDING ACCESS CONTROL, SECTION 3**

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Section 6: Dormitory Management	Considerations:	Supporting Tasks:	Resources:
	What physical resources will be provided to clients?	• Determine resources (e.g. cot, medical cots, bariatric cots, blankets, hygiene kits, durable medical goods, pillows, etc.) • Arrange for set-up • Consider possible clothing needs of clients	• American Red Cross • Salvation Army • NGOs • Faith- and community-based organizations
	What level of medical care will be provided in this dormitory area?	• Design layout of space for accommodating medical needs (e.g. proximity to utilities, isolation areas, small aid area) • Design secure space to store and distribute medication	• **SEE PUBLIC, MEDICAL AND MENTAL HEALTH SERVICES, SECTION 8**
Dormitory rules			
	What rules and routines need to be established?	• Establish rules & routines for: o Noise levels & quiet hours o Lights out o Access for visitors o Smoking o Procedures for leaving & returning to shelter o Pets o Prohibited items o Parental responsibility for children o Restricted areas o Phone usage	

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Section 6: Dormitory Management	Considerations:	Supporting Tasks:	Resources:
		o Shower schedule o Meal schedule o Meetings • Encourage residents to give feedback on existing policies.	
	How will the rules and routines be communicated to the residents?	• Develop a communication plan for rules and routines to residents.	• Posters • Bulletin boards • Matrix boards • Public address systems • Shelter news sources
	How will the rules be communicated to shelter staff?	• Develop a communication plan for rules and routines to staff	• Staff meetings and briefings • Job induction • Memos • Bulletin boards • Television and computer program/displays
Housekeeping coordination			
	What is the anticipated need for linens?	• Determine estimated shelter population and estimated length of stay. • Determine resources for linen supply and/or cleaning.	• See standards

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Section 6: Dormitory Management	Considerations:	Supporting Tasks:	Resources:
	What is the anticipated need for client laundry needs?	• Determine resources for laundry services. o On-site laundry o Pick/drop off services o Transportation to laundry facilities	
	What are available resources to maintain cleanliness in the resident areas?	• Consider resident participation.	
	What are the anticipated needs for trash collection?	• Establish a schedule that is convenient for residents. • Consider resident participation.	
	What is the anticipated need for medical or bio- waste collection and disposal (e.g. syringes, etc.)?	• Identify resources to provide receptacles and collection. • Coordinate with primary medical services.	
	What are the special considerations that need to be accommodated to facilitate a dormitory environment?	• Determine a schedule, consider the following: o Daytime sleepers o Children o Elderly o Late night workers	• **SEE JANITORIAL, SECTION 16**
Cot cleaning and disposal			
	What is the providing source of the cots?	• Assess the cleanliness and sanitation level of the cots upon arrival to the mega-shelter.	

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Section 6: Dormitory Management	Considerations:	Supporting Tasks:	Resources:
	How will you adhere to the guidelines for cleanliness and sanitation?	• Consult health and human services. • Consider varying materials and different cleaning and sanitizing techniques. • Consider a procedure for cleaning and sanitizing cots for reuse for incoming residents. • Designate and train staff responsible for cot cleaning and sanitation.	
	How will cots be decommissioned?	• Inventory cots and their condition. • Determine original source of cots. • Coordinate return of cots if desired. • Coordinate disposal of cots if necessary.	
Signage			
	What are the safety signs that need to be considered for the dormitory area?	• Consider the following: o Hand sanitizer o Medical o Prohibited items o Food restrictions o Emergency plans o Emergency contact information o Emergency exit routes	
	What are the directional and informational signs that need to be considered for the dormitory area?	• Consider the following: o Map of floor plan o Augmented exit signage	

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Section 6: Dormitory Management	Considerations:	Supporting Tasks:	Resources:
		o Meetings times o Restroom locations o Diaper changing areas o Entertainment and recreation o Rules and routines o Designate aisle ways (e.g. mark on floors) o Emergency contact information	
	What languages do signs need to be translated into?	• Identify translators who can compose text prior to and during sheltering.	• NGOs and faith-based organizations may provide this service. • Local colleges and universities • Local cultural organizations
	What accessible formats will be provided other than printed format?	• Identify formats that are commonly needed (e.g. large print, Braille). Do not rely entirely on printed formats. Verbal notification and direction should be built into procedures. • Use pictograms whenever possible.	
Staffing plan & schedule			
	What community resources/organizations could provide functional needs support services?	• Consider the following resources: o Local public health and government agencies. o Culturally diverse, faith-based,	• Identify appropriate agencies

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Section 6: Dormitory Management	Considerations:	Supporting Tasks:	Resources:
		disability, elderly, and children-focused NGOs may provide staffing support. • Ensure that appropriate training is provided to community organizations that augment traditional sheltering.	
	What is the plan to incorporate spontaneous volunteers?	• Coordinate with donations and volunteer management personnel.	• **SEE DONATIONS AND VOLUNTEER MANAGEMENT, SECTION 20**
	What is the plan to incorporate shelter residents?	• Develop plan to recruit and manage shelter residents to assist with unskilled tasks under direct supervision. • Ensure that there is an initial screening process to evaluate residents' skills and abilities to map them to suitable tasks. • Ensure that there is an organized system to track and schedule resident volunteers. • Ensure that there is a system for briefing volunteers verifying that they have an understanding of essential information before beginning any assigned work. Consider the following: o Understanding of the emergency & its effects o Understanding of their responsibilities	

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Section 6: Dormitory Management	Considerations:	Supporting Tasks:	Resources:
		o Shelter guidelines & procedures o Required documentation o Chain of command/follow directions of supervisor • Ensure that there are systems in place when shelter residents are volunteering to: o Support volunteer residents o Review performance o Debrief o Long-term follow-up	
	What is the plan to address short notice staff shortfalls and no-shows?	• Develop a plan for no-shows and create call down list of potential back up and scale up staff.	
	What is the plan for 24x7 staffing coverage?	• Implement shift schedule to ensure proper coverage at all times.	
Security			
	What are the restricted and/or sensitive areas that need to be actively monitored due to the population breakdown or service(s) being provided?	• Plan security zones and enforcement of areas of separation (e.g. family areas, singles, high risk residents).	
	What is the area around the shelter like (e.g. lighting, proximity to other high traffic areas)?	• Have law enforcement conduct a facility security assessment. • Coordinate with facility management.	
	What is the plan for screening to qualify access into the dormitory area?	• Develop a plan for screening. • Coordinate with security.	

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Section 6: Dormitory Management	Considerations:	Supporting Tasks:	Resources:
		• Coordinate and work with local law enforcement.	
Reporting			
	What are expectations for the data collection and reporting?	• Consider the following: o NSS midnight bed count o Household pets/service animals o Disabilities o Individuals requiring assistance o Feeding numbers o FEMA registration active o Children: birth–35 months, ages 3–7, ages 8–12, ages 13–18 • Ensure that proper reporting of the following is maintained: o Illnesses o Lost and found o Separated children (lost within the shelter) o Repairs o Incident reporting • Establish an appropriate reporting timeline.	• National Shelter System • FEMA
	Does local emergency management have a report requirement beyond those	• Contact the EOC. • Identify reporting elements that differ	

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Section 6: Dormitory Management	Considerations:	Supporting Tasks:	Resources:
	described above?	from above.	
	How and to whom will data be shared?	• Develop a reporting mechanism between all entities via the ICS. • Ensure that data is accurately entered in a timely manner into the system of record (e.g. NSS). • Identify any restrictions or limitations around data sharing and ensure confidential information is stored and shared appropriately.	
Coordination of children's needs			
	What areas are set aside for children?	• Consider the following: o Family areas for sleeping o Family play area o Temporary respite care o Special needs and considerations • Ensure that areas are age appropriate and safe for all ages.	
	How will safe and comfortable sleeping environments be ensured for children and residents?	• Consider the following: o Folding, portable cribs or playpens for young infants o Covering electrical outlets o Monitoring of young mobile children o Proximity of restrooms to dormitory area	• **SEE CHILDREN'S AREAS, SECTION 10**

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Section 6: Dormitory Management	Considerations:	Supporting Tasks:	Resources:
		o Lighting	
	What is the procedure for unaccompanied minors?	• Determine legal responsibility. • Identify who in social services or government should assume responsibility for unaccompanied minors.	• **SEE FAMILY REUNIFICATION, SECTION 15**

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Section 7: Food Service	Considerations:	Supporting Tasks:	Resources:
Definition: the process of procurement, preparation, and provision of meals and snacks appropriate for demographics of all shelter residents			
General			
	Who will be responsible for the coordination and provision of food service?	• Coordinate with the EOC to determine POC(s). • Determine if there are any existing contracts or guaranteed pricing. • Determine capabilities of any contracted food vendors. • Determine capabilities of volunteer organizations to offset meal service needs.	
	What is the estimated population to be served?	• Consult with the EOC for projected resident population and demographics. • Determine if food service will be made available to non-residents. • Determine any special dietary needs. Consider the following: o Vegetarian o Vegan o Medical needs (e.g. low salt, low sugar) o Cultural or religious preferences o Infants o Children • Determine if service animals are	

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Section 7: Food Service	Considerations:	Supporting Tasks:	Resources:
		present and provide appropriate diet.	
	What will the method for feeding be?	• Determine the on-site production capacity, resources, and contracts. • Determine the method for food production (e.g. on-site kitchen facility, field kitchen, outside catering). • Consider the footprint and logistical requirements of preparation areas and mobile kitchens. • Determine the source of meals and snacks. Consider the following: o Existing venue resources o Local food service providers o Local restaurants o NGOs o National providers o Catering companies o USDA • Determine food service supplies (e.g. plates, utensils, chafing dishes, condiments).	
	What should the serving schedule be?	• Determine what constitutes a meal. • Determine the meal service schedule, considering the following: o Breakfast o Lunch o Dinner	

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Section 7: Food Service	Considerations:	Supporting Tasks:	Resources:
		o Snacks o Continuous service • Consider the residents' unique schedules (e.g. client shift schedules). • Determine the capacity for service and stagger the schedule for access as needed. • Consider staff schedule. • Determine meal times, and ensure that they are communicated to residents and staff. • Determine a menu cycle.	
Safe food handling & sanitation			• **SEE APPENDIX D, MEGA-SHELTER PRACTICES AND INDICATORS**
	What State and county codes need to be observed?	• Ensure that needed certifications are completed. • Coordinate with public health through the EOC. • Ensure that systems are in place to maintain proper food temperatures from receipt of delivery to service.	• State/local public health, food safety agency
	What resources are available to ensure that all cooking and food preparation service items are properly cleaned and sanitized?	• Ensure that pot/dish/baby bottle washing areas have the capacity to provide water at the required temperature or that alternative adequate resources are in place.	• ServSafe® • ARC Feeding Guidance • HHS/CDC

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Section 7: Food Service	Considerations:	Supporting Tasks:	Resources:
		• Develop and ensure that adequate procedures are in place.	
	What educational aides are needed if not present?	• Ensure that proper hand-washing signage, hair covering reminders, etc. are posted.	• Local public health, food safety agency • National Restaurant Association • USDA FSIS
	What procedures are in place to ensure that food is kept at required temperatures from receipt throughout preparation and service?	• Adopt established procedures for safe food handling. • Ensure that proper equipment is available to hold food at required temperatures.	• ServSafe® • ARC Feeding Guidance • HHS/CDC
	Will capabilities for refrigeration and dry food storage be adequate?	• Compare current capabilities to projected needs. • Determine if external resources and providers will be needed.	
Food preparation			
	What food preparation mechanisms are needed?	• Identify utility resources. Consider the following: o Gas o Electricity o Water	• ARC Feeding Guidance
	What considerations are needed for the serving of food?	• Identify space and layout. • Organize the layout. • Minimize health concerns (e.g. sneeze guards, gloves, utensil holders).	• ARC Feeding Guidance

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Section 7: Food Service	Considerations:	Supporting Tasks:	Resources:
		• Staff training	
	What cleaning mechanisms are needed?	• Ensure proper cleaning of all food preparation supplies and equipment. • Ensure cleaning equipment storage abides with local public health code.	• Local public health, food safety agency
	What training will be needed for staff?	• Coordinate with appropriate volunteer agencies or vendors. • Schedule needed trainings.	• Local public health, food safety agency • American Red Cross Safe Food Handling Training • Food vendors
Supply chain			
	Who will be responsible for procurement?	• Coordinate with the EOC. • Clearly delineate roles of venue, Red Cross, local government, and FEMA.	
	What elements of forecasting need to be addressed?	• Coordinate with the EOC. • Communicate with other shelters in the area to identify trends.	
Donated food			
	What guidelines need to be observed for prepared food?	• Ensure that food comes directly from donor/vendor (no middle man). • Check temperatures on receipt for safety and serve or store immediately.	• Local public health, food safety agency
	What procedures will be in place for the procurement and preparation of raw foods?	• Determine if raw (i.e. meat, dairy and egg products) will be accepted at the facility. • Determine if the facility has the	• Local public health, food safety agency

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Section 7: Food Service	Considerations:	Supporting Tasks:	Resources:
		amenities needed to properly store and prepare raw food. • Check temperatures on receipt for safety, and serve or store immediately. • Check temperatures on receipt, and inspect for signs of spoilage. • Cook food to proper internal temperatures to ensure safety. • Maintain any necessary documentation as required by law (e.g. shellfish tags).	
	What mechanism will be used for quality control?	• Check temperatures to ensure food safety.	• Local food banks
Procurement			
	What vendors are available?	• Contact contract vendors. • Identify alternate vendors. • Identify local government contracted vendors. • Contact local/State USDA distribution agent.	• Sysco • U.S. Foods • Aramark • Smart & Final • Local grocers
	What additional equipment will be needed?	• Identify needed resources, including: 1. Fuel 2. Propane 3. Refrigeration 4. Ice 5. Water	• Equipment yards

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Section 7: Food Service	Considerations:	Supporting Tasks:	Resources:
		• Determine material handling equipment needs including: 1. Forklifts 2. Pallet trucks 3. Dollies 4. Flatbed carts	
	If the USDA will be used, what tracking mechanisms are needed?	• Contact local/State USDA distribution agent for appropriate forms/reports.	• USDA
Garbage & food waste disposal			
	How will redistribution of excess food product occur?	• Identify agencies willing to accept prepared food within short notice.	• VOAD • Homeless provider coalitions • Food banks
	What disposal codes should be considered?	• Order wet and dry dumpsters and service daily.	• Waste management service providers
	Will recycling be incorporated into the operation?	• Separate recyclables. • Order bins/dumpsters and pick-up service.	• Waste management service providers
Reporting systems			
	What system(s) are needed to track the number of meals and snacks served?	• Determine what constitutes a meal or a snack. • Establish a process of communicating these numbers to the appropriate entities. • Identify timeframes surrounding reporting periods.	• ARC Feeding Guidance • Multi-agency feed plan template and resource documents

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Section 8: Public Health, Medical & Mental Health Services	Considerations:	Supporting Tasks:	Resources:
Definition: planning and implementation of the delivery of health and mental health services at the shelter			
General			
	How will the provision of health and mental health services provided by different entities be coordinated?	• Determine the lead agency. • Coordinate with the EOC. • Determine which health and mental health entities will be approved to provide services in the shelter. • Have initial and ongoing meetings of the recognized health and mental health providers to coordinate the provision of services. • Ensure that there is a naming convention so that all types of service sites offering the same service have the same name (e.g. first aid, infirmary, medical clinic).	• State Emergency Plans with specific references for the provision of health and mental health services • Local public, medical, and mental health subject matter experts
	What health and mental health services are likely to be needed?	• Contact the EOC to learn anticipated population demographics (e.g. residents coming from nursing homes, group homes). • Assess the available health and mental health resources, and collaborate to address the needed services. o Human resources o Physical resources • Consider the following possible services:	• Local public health department • Local health & mental health clinics and hospitals • State mental health outreach teams • Local NGOs that provide health and behavioral health services or cover

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Section 8: Public Health, Medical & Mental Health Services	Considerations:	Supporting Tasks:	Resources:
		o Triage o Basic first aid o Pharmaceutical services o Vision o Dental o Infirmary o Behavioral health services o Isolation area o Public health o Children's health o Prenatal health o Transport o Dialysis o Diabetic management o Sexual assault o Podiatry o Physical therapy o Paraprofessionals o Bereavement support • Arrange for access/credentialing. • If available, use external health and mental health facilities to provide some of the needed services.	the cost of treatment, transportation, pharmaceuticals, etc. • Local ambulatory medical facilities (e.g. home health agencies) • National healthcare groups (e.g. Vision Service Providers) • Medical Reserve Corps • U.S. Public Health Service- Field Medical Station • Disaster medical assistant teams (DMAT) • U.S. Public Health Service- applied public health teams • CSTE Disaster Epidemiology Subcommittee guidance • CDC Disaster Surveillance Workgroup
	What is the overall plan and space allocation for health and mental	• Coordinate with the shelter manager.	

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Section 8: Public Health, Medical & Mental Health Services	Considerations:	Supporting Tasks:	Resources:
	health services?	• Consider space availability, capacity, privacy, and accessibility for the specific service areas. • Ensure that a naming convention is implemented to ensure common terminology (e.g. first aid station). • Procure and place appropriate signage. • Consider the following: o Accessibility to restrooms at service sites o Noise control in infirmary and medical clinics o Access and security of physical area o Applicable fire and safety codes	
	What are the plans to assist those in emergency situations?	• Develop a plan to address emergency situations. Consider the following: o Ensure contact with local EMS. o Verify status of 911 system and hospital diversion protocols o Determine protocols for emergency commitment to psychiatric hospitals for people with acute behavioral health needs. o Contact the local, State, and private health and mental health facilities. o Develop medical and legal protocols for:	• Local law enforcement and community crisis response teams, sometimes called Assertive Community Treatment (ACT) teams and the Corners Office • 211 • EOC health and mental health desk • Local health, public health, and mental health agencies

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Section 8: Public Health, Medical & Mental Health Services	Considerations:	Supporting Tasks:	Resources:
		▪ Sexual assault ▪ Child abuse ▪ Domestic violence • Ensure internal security staff are aware of procedures and protocols. • Develop a de-escalation plan. • Consider integrated teams of health, mental health, spiritual care, and security.	• Local social service agencies • Local faith-based organizations
	How will health and mental health services be delivered to staff working in the shelter?	• Designate a distinct group of health and mental health providers to work exclusively on providing services to shelter staff. • Provide orientation, including self-care	
	What is the plan for residents arriving with medication who will not have a secure place to store it?	• Design a secure area with refrigeration capacity.	
	What will the process and the requirements be for accreditation and credentialing?	• Determine specific accreditation, degrees and license requirements for health & mental health professionals who will provide services in the shelter (e.g. mental health providers--psychiatrists, social workers, masters level or higher independently licensed	• **SEE SECURITY & BUILDING ACCESS CONTROL, SECTION 3** • State laws • Reciprocity agreements • Emergency System for

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Section 8: Public Health, Medical & Mental Health Services	Considerations:	Supporting Tasks:	Resources:
		mental health professionals) • Determine the process for verifying professional credentials.	Advance Registration of Volunteer Health Professionals (ESAR-VHP)
Orientation and training			
	How will health and mental health staff be oriented and updated on the health and mental health services and protocols within the shelter?	• Develop an orientation plan and method of disseminating new and updated information to health and mental health workers.	• EOC • CDC-American Red Cross data collection protocols and procedures (in development)
	How will health and mental health training and protocols for all staff be provided (e.g. specific hygiene protocols related to public health issues, emotional self-care, & work-related stress)?	• Ensure health and mental health topics are included in orientation to all shelter staff, including but not limited to: o Basic hygiene o Specific protocols related to specific public health issues such as influenza o Emotional self-care o Work-related stress o Use of the initial intake and assessment tool	• Local public health department • CDC specific guidance for sheltering during public health pandemics • Reference the section in the overall document addressing orientation • *Disaster Psychological First Aid Curriculum* for non-mental health professionals • Staff well-versed in the use of the initial intake and assessment tool
	How will all shelter staff be trained	• Ensure that mental health professionals	• American Red Cross

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Section 8: Public Health, Medical & Mental Health Services	Considerations:	Supporting Tasks:	Resources:
	in principles of disaster psychological first aid to support the increased mental health needs in the shelter?	train other staff in a disaster psychological first aid curriculum to address: o Emotional needs of residents with normal reactions to disaster stress o Referral protocols for residents for more serious reactions to the disaster o Awareness of how to triage with multiple disasters exposure risk factors • Consider offering the American Red Cross *Disaster Psychological First Aid Course* to all shelter staff and making it a requirement.	*Disaster Psychological First Aid Course*
Public health	*Sanitation and health surveillance*		
	How do you maintain the public health of the shelter community?	• Signage for hand washing • Signage for "cover your cough" • Adequate hand-washing stations or hand sanitizer stations • Adequate janitorial support • Adequate allotment of space per person • Designated areas for diaper changing • Designated breast-feeding areas • Ensure sanitation standards in children's areas	• **SEE DORMITORY MANAGEMENT, SECTION 6** • **SEE JANITORIAL, SECTION 16** • **SEE CHILDREN'S AREAS, SECTION 10** • See CDC Emergency Preparedness website for surveillance tools

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Section 8: Public Health, Medical & Mental Health Services	Considerations:	Supporting Tasks:	Resources:
		• Ensure sanitation for feeding needs • Maintain morbidity surveillance (if shelter open for extended period of time or large population density)	
	What are the needs for health and mental health surveillance?	• Contact the local Public Health Department for existing guidance. • Consult with the CDC/NCEH/HSB/ American Red Cross for existing surveillance guidance and tools. • Ensure that a data tracking system is in place. • Ensure communication with the medical clinic system. • Identify and employ tools to be used for health and behavioral health surveillance. • Determine the responsible entity to process, collect, and disseminate data.	• CDC Disaster Surveillance Workgroup Morbidity Forms (http://www.emergency.cdc.gov/disasters/surveillance/) • American Red Cross form (ARC 2077c) State-developed: • NC (http://www.epi.state.nc.us/epi/phpr/disaster.html) • TX (http://www.dshs.state.tx.us/comprep/surveillance/default.shtm)
	What should be monitored?	• Provide regular monitoring for: o Food safety o Adequate restroom facilities o Adequate solid waste collection and disposal o Adequate pest management o Safe drinking water	• Identify an evidence-based disaster risk factor exposure tool to triage shelter residents for mental health. • CDC Disaster Surveillance Workgroup morbidity surveillance tools

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Section 8: Public Health, Medical & Mental Health Services	Considerations:	Supporting Tasks:	Resources:
		o Adequate noise control o Air quality o Minimal environmental stress on shelter residents and shelter staff o Ongoing clients treated for acute illnesses, injuries, mental health, OB/GYN, and routine care at shelter clinic(s). Report information every 24 hrs.	• American Red Cross morbidity surveillance recommendations • CSTE Disaster Epidemiology Subcommittee guidance (to be developed)
Triage	*Sorting of incoming clients based on their physical and mental health conditions and needs*		
	What are the criteria for determining the appropriate level of care, location of care, and services needed (e.g. communicable diseases, diagnosis, activities of daily living (ADL)/ mobility, behavioral health assessment)?	• Have medical and behavioral health personnel at registration desk. • Provide volunteers to walk through the line to find people who need additional assistance. • Keep wheelchairs and walkers at registration and triage area.	• HHS and American Red Cross *Initial Intake and Assessment Tool* • **SEE DORMITORY MANAGEMENT, SECTION 6**
	How is dormitory layout complimentary to medical/mental health (MH) triage?	• Cultural and family groups may need to stay together independent of medical and mental health status.	
	What are the plans for those who need expedited intake?	• Design an alternate intake method for individuals who are unable to wait in long lines. • Coordinate with shelter manager. • Consider staging ambulance on-site for immediate transport needs.	
	After the initial triage, how will	• Determine assessment, screening and	• HHS and American Red

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Section 8: Public Health, Medical & Mental Health Services	Considerations:	Supporting Tasks:	Resources:
	individuals be assessed during the shelter registration process?	referral process. Consider the following: o Signs and symptoms specific to diseases of concern o Disaster exposure factors in shelter residents that are predictive for later mental health diagnosis o Individuals with multiple exposure risk factors o Individuals exhibiting signs of: ▪ Sexual assault ▪ Child abuse ▪ Domestic violence ▪ Personal loss	Cross *Initial Intake and Assessment Tool*
First aid	*The provision of health assessments, treatment, and/or referral for minor disaster-related illnesses and injuries by qualified licensed professionals.*		
	How many health care stations are needed?	• Size of shelter, logistics of dormitory • Must have a registration log system	
	Will aid stations and medical clinic stations provide the same services?	• Size of shelter, logistics of dormitory • Determine the scope of needs	
	Will the aid stations be integrated (health and mental health services provided at the same location)?	• Use of integrated forms that include health and mental health information and use of a single patient record/chart for health and mental health documentation	
	How will clients be prevented from	• Charting system; assign aid stations by	• Messaging about self-

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Section 8: Public Health, Medical & Mental Health Services	Considerations:	Supporting Tasks:	Resources:
	over medicating by going from station to station?	dorm "neighborhood" (e.g. male aid station/female and children aid station)	care, health maintenance, and hand washing
Infirmary	*An intermediate health care delivery site for patient rest, monitoring, and recovery; typically for those referred from the medical clinic or just arriving from a hospital stay*		
	Is the community's health care delivery system capable of meeting the needs of the community population?	• Determine the community's health and mental health resources. • Coordinate with the local health department.	
	What level of care can be safely provided in a non-hospital setting?	• Determine services that will be provided (note: these will be unique and will differ based upon the resources of the community). • Access available human resources.	
	What resources will be necessary at the infirmary?	• Consider the following: o Medical cots (head elevates, side rails, and bariatric) o Folding, portable cribs, or playpens o High chairs o Hand washing o Sharps disposal containers o Medical waste disposal containers o Select medical supplies	
	What will the feeding needs be in the infirmary?	• Coordinate with the food service provider. • Ensure the appropriate staff.	

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Section 8: Public Health, Medical & Mental Health Services	Considerations:	Supporting Tasks:	Resources:
Medical clinic	*A healthcare delivery site for care that is beyond the scope of the first aid stations*		
	Where should the medical clinic be placed?	• Consider the following: o Imbed it into or next to a first aid station for better efficiency. o Near the infirmary o Ambulance accessibility o Wheelchair accessible o Privacy o Accessible for non-shelter clients if local health delivery system is not available o Transportation system between first aid stations/clinic and infirmary o Transporters o Ability to secure medications	
	What will the communication plan be between the health and mental health service sites along with public health?	• Ensure that telecommunications are available between all sites. • Develop a charting and medical records system that ensures that all of the sites, both health and mental health, are linked to prevent the duplication of services and that there is one common shared patient record per resident.. • Identify staff to dispense medication. • Ensure that there is a system to track/chart medical procedures and	

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Section 8: Public Health, Medical & Mental Health Services	Considerations:	Supporting Tasks:	Resources:
		medications dispensed. • Develop a morbidity surveillance reporting plan to local public health authorities.	
	What services will be provided?	• Determine services that will be provided (e.g. pediatrics, ob/gyn, adult medical, diabetic services, lab, vaccination) • Assess resources and capacity.	
Pharmacy			
	How will over the counter products be disbursed?	• Determine procedures for disbursement. • Identify the responsible entity. • Individualized monitoring equipment and supplies (e.g. blood sugar)	

	What over the counter products may be needed?	• Forecast product inventory and consumption.
		• Consider the following:
		  • Demographics (e.g. children, elderly)
		  • Time of year and weather conditions
		  • Storage and temperature requirements	

	What is the plan for prescription medication services in the shelter?	• System for acquiring medications left behind or which have run out • Physician on hand to write Rx • Pharmacist on hand to manage on site	• FEMA and HHS, Emergency Prescription Assistance Program (EPAP)

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Section 8: Public Health, Medical & Mental Health Services	Considerations:	Supporting Tasks:	Resources:
		pharmacy • Use health clinic surveillance data to determine ongoing needs (use) of medications and blood sugar strips and blood pressure checks.	• Refrigeration may be needed.
	What will the policies be surrounding self-care medication management?	• Consider the following: o System for locking personal meds o Refrigeration of some medications may be necessary o Access to personal medication by appropriate clients only (e.g. away from children)	• Pre-position a locking cabinet.
Isolation area			
	What policies and procedures will be placed in the isolation area?	• Adequate supplies and hand washing • Consider the following: o Visitation procedures o Precautions to follow (disease specific) o Personal protective equipment (PPE) for residents, visitors, and staff o Cleaning and disinfection o Privacy & confidentiality o Diseases transmitted via air circulation	• Local public health department • HHS, CDC Infection Control Guidance

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Section 8: Public Health, Medical & Mental Health Services	Considerations:	Supporting Tasks:	Resources:
	Where will the isolation area be located?	• Coordinate with the shelter floor plan. • Coordinate with public health.	
	How will the families of those isolated be accommodated?	• Families should be screened for infections. • Instruct them on appropriate protection for themselves. • Consider the need for quarantine. • Consider children and their parent/guardian. • Consider adults and their caregivers.	
	How will mental health staff support the emotional needs of residents and staff?	• Mental health staff will potentially be exposed to infectious disease.	
	Where can persons with airborne spread diseases be housed?	• Consider separately ventilated sites. • Coordinate with the public health department.	
Local hospital coordination			
	Where are the operating local hospital(s) located?	• Coordinate with the EOC.	
	What is the level of care at the local hospital (e.g. do they take OB? Psych?)?	• Coordinate with local hospitals and the EOC.	
Medical transport			
	Is 911 working?	• Backup plan for unavailable resources.	• Routinely check the status of medical

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Section 8: Public Health, Medical & Mental Health Services	Considerations:	Supporting Tasks:	Resources:
			transport availability by contacting the EOC, 911, and 211 (or the equivalent local non-emergency assistance number).
	Are para-transit vehicles available?	• Contact the local EOC. • If not, check with other local resources or agencies (e.g. school buses).	• FEMA - Medical transportation assistance may be available.
	Are ambulances available?	• Contact the local EOC. • If not, check with other local resources or agencies.	• FEMA - Medical transportation assistance may be available.
	Are hospitals on divert status?	• Contact the local EOC.	
Durable and disposable medical equipment and supplies			
	What durable medical equipment may be needed?	• Consider the following: o Wheelchairs o Slider boards o Walkers o Canes o Medical cots o Cots for bariatric clients o Oxygen	• FEMA - Durable medical equipment assistance may be available. • HHS, CDC Infection Control Guidance

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Section 8: Public Health, Medical & Mental Health Services	Considerations:	Supporting Tasks:	Resources:
		o Nebulizer o Pulse oximeter o Monitoring equipment o Glucometers o Sharps disposal containers o Medical waste disposal supplies	
	Where will durable medical supplies be needed?	• Consider the following: o Infirmary o Medical clinic o First aid station(s) o Registration	
	What disposable medical supplies may be needed?	• Consider the following o Adult diapers o Bandages o Colostomy bags and tubes o Gloves o Masks o Needles/syringes o Insulin, glucose, and blood sugar testing supplies • Consider the appropriate disposal of these supplies.	
Mental health			

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Section 8: Public Health, Medical & Mental Health Services	Considerations:	Supporting Tasks:	Resources:
	What provisions will be made for alcohol and substance abuse treatment?	• Maintain daily therapy for clients on methadone and other maintenance medications (see SAMHSA link). • Include information about support groups such as AA and NA that may exist in the community or can be started inside of the shelter. • Identify patients in health clinic presenting with potential alcohol/drug withdrawal issues.	• http://datm.samhsa.gov/overview.htm • State level department for substance abuse treatment for access to methadone • Local ETOH and substance abuse clinics and hospitals • Local half-way houses • AA website: http://www.aa.org/lang/en/subpage.cfm?page=1 • AA phone (212) 870-3400 • http://www.treatment.org/states/index.html
	What is the plan for family grief?	• Identify private areas, chapels, etc.	• **SEE SPIRITUAL CARE, SECTION 9**
Biohazard materials			
	What is the need for sharps containers?	• Determine what the need is for the disposal of sharps (e.g. needles, diabetic lancets). • Contact the public health department.	
	What is the plan for the disposal of medical waste (biohazard)?	• Disposal of contaminated items • Determine vehicles for medical waste removal.	

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Section 8: Public Health, Medical & Mental Health Services	Considerations:	Supporting Tasks:	Resources:
		• Clarify the definition of medical waste to adequately manage complications of disposal.	
Communica-tion			
	What is the plan for health education and mental health messaging for all shelter residents?	• Coordinate with the resident messaging center on health education. Consider the following: o Hand washing o Reporting illness o "Cover your cough" o General hygiene o Personal health maintenance (e.g. eating well, getting enough rest, staying hydrated) o Emotional health in shelters o Personal safety o Interpersonal violence o Health and behavioral health services available • Ensure communication is available to all (e.g. hearing impaired, non-English speakers) • Designate translators and language support personnel to health and mental health services as needed.	• **SEE RECOVERY INFORMATION & RESIDENT MESSAGING, SECTION 14** • American Red Cross document on emotional health in shelters
	What is the plan for communicating	• Coordinate a feasible communications	

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Section 8: Public Health, Medical & Mental Health Services	Considerations:	Supporting Tasks:	Resources:
	the hours of operation and access requirements?	plan. Consider the following: o Metering for a planned and controlled access (e.g. A-N, O-Z) o Access for non-residents o Medical emergency protocols • Procure and place appropriate signage.	
	What is the plan for coordination between all agencies providing public health, health, mental health, and spiritual care services in the shelter?	• Coordinate a messaging center between the entities providing service. • Establish placement of medical and mental health services within the Incident Command Structure. • Ensure that record-keeping protocols and client information sharing are upheld. • Identify dedicated staff for internal coordination. • Ensure that shelter clinic surveillance data are reported daily to ensure targeting messaging.	• See comments under "General," page 104.
	What is the plan for communication with external agencies providing public health, health, mental health and spiritual care services?	• Contact the EOC and public health. • Provide routine updates on the status and capacity of services at shelter. • Set up a schedule to routinely verify the capabilities of external agencies.	

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Section 9: Spiritual Care	Considerations:	Supporting Tasks:	Resources:
Responds to the poignant need for spiritual meaning and comfort by providing accompaniment, appropriate ritual, and prayer, both individual and communal			
General	*Spiritual care may provide a valuable resource for shelter residents and staff coping with disaster.*		
	Who will be responsible for providing the spiritual care needs within the mega-shelter?	• Coordinate with the EOC.	
	Do the demographics of the anticipated population indicate special cultural and/or religious considerations such as segregating specific populations?	• Contact a local interfaith alliance for cultural and religious practices in the community. • Coordinate with shelter staff to set up distinct areas.	• Temporary partitions (e.g. pipe & drape)
	How can we establish and maintain a neutral environment?	• Collaborate with health, mental health, and spiritual care services and security to provide a safe environment of respect and tolerance. • Provide reassurance to residents.	
Access for spiritual care providers			
	What access will be granted to spiritual care providers?	• Consult with local faith community to determine what spiritual care providers reflect the needs of the community. • Establish criteria for admittance. • Create a process and procedures for issuing faith group invitations, screening, and scheduling of providers. • Determine to what areas of shelter access will be provided.	• Local faith community

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Section 9: Spiritual Care	Considerations:	Supporting Tasks:	Resources:
		• Coordinate access with security and entry personnel	
	What will the credentialing process be?	• Determine what credentials already exist, what will be accepted, what will be created, and how they be authenticated.	
Coordination			
	Are there pre-existing resources in the community that can be utilized by shelter residents?	• Contact local faith groups to make referrals. • Serve as a liaison to the larger faith community that may be less impacted by the disaster. • Identify people in the community to lead the rituals and services.	
	Is there space that may be designated for a quite area for residents and family to meditate and get access to spiritual care materials and resources?	• Designate spaces. • Coordinate with shelter staff. • Inform residents.	
	What community education may be necessary regarding appropriate practices and support?	• Educate residents and the community at large and create awareness about cultural and religious sensitivity and practices (e.g. explain traditions and rituals).	
Community rituals			
	What rituals or services will be needed to support the resident population?	• Ensure that rituals are available for specific faith groups. o Memorial services	

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Section 9: Spiritual Care	Considerations:	Supporting Tasks:	Resources:
		o Site visits o Worship services/Mass o Access to sacraments • Contact faith groups to make arrangements for services and rituals. • Determine what rituals or services will be accommodated within the shelter. • Allocate and set up space and physical requirements to accommodate services and rituals in designated areas of the facility. • Determine materials needed within the shelter to accommodate the rituals and services being provided. Consider the following: o Table and chairs o Liturgical items (e.g. candles, prayer books, etc.) • If necessary, determine if there are resources for the provision of these services in close proximity to the shelter. • Arrange for transportation to off-site services, if necessary.	
Bereavement			
	Are there mass fatalities in the community?	• Coordinate with mental health and health and spiritual care services for condolence visits and additional	

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Section 9: Spiritual Care	Considerations:	Supporting Tasks:	Resources:
		support services for residents and shelter staff. • Coordinate with family reunification personnel. • Coordinate rituals for memorial commemorations and funerals. • Arrange for transportation, as necessary.	

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Section 10: Children's Areas	Considerations:	Supporting Tasks:	Resources:
Definition: to provide a physically safe and emotionally supportive environment that addresses children's unique needs in mega-shelters			
General			
	What are the needs for defined children's areas?	• Determine the child population by the following age groups: o Birth to 35 months o 3 to 7 years o 8 to 12 years o 13 to 18 years • Determine the needs for the following services and resources: o Child recreation (indoor and outdoor green areas) o Temporary respite care--providing supervised areas for purposes such as recreation o Family friendly area o Breast-feeding area o Bottle-washing area o Diaper changing • Ensure that all children's areas are safe, secure, sanitary, and well lit. • Ensure all children's areas are free from significant physical hazards and/or architectural barriers and remain fully accessible to all children. • Ensure that spaces set aside for family interaction are free from outside news	• **SEE ENTERTAINMENT & RECREATION, SECTION 12** • *Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care, 2nd Edition* http://nrc.uchsc.edu/CFOC/index.html • *Women and Infants Service Package (WISP)* http://www.whiteribbonalliance.org/Resources/Documents/WISP.Final.07.27.07.pdf • *State Emergency Planning and Preparedness Recommendations for Maternal and Child Health Populations* http://www.amchp.org/PUBLICATIONS/EMERGENCYPREPAREDNESS/Pages/StateEmergencyPlanningandPreparednessReco

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Section 10: Children's Areas	Considerations:	Supporting Tasks:	Resources:
		sources.	mmendationsforMaternalandChildHealthPopulations.aspx
	What are children's feeding needs?	• Ensure meals and snacks are age appropriate and nutritionally balanced. Consider the following: o Formula o Baby food o Solid food o Toddler food • Determine any special dietary requirements (e.g. lactose intolerance, allergies, celiac disease).	
Arranging program access			
	What will be the plan be when normal programming is not available? (Normal programming is optimal.)	• Determine what normal programming is available (e.g. schools, child care, after-school activities, camps). • Identify external resources that can provide alternative emergency programming at local facilities. • Arrange for access within and outside of shelter facility. • Supplement programming by programs offered within the shelter as resources allow.	• State child care licensing agency resource and referral lists http://nccic.acf.hhs.gov/statedata/dirs/index.cfm
	How will access to normal programming	• Approach and determine access points	

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Section 10: Children's Areas	Considerations:	Supporting Tasks:	Resources:
	be provided?	to normal programming (e.g. school boards, county parks and recreation programs, child care). • Determine the transportation needs for accessing services.	
	What are the needs to provide access to traditional child care for children of all ages?	• Determine the needs of parents and guardians who need to leave the shelter in order to facilitate their recovery (e.g. working parents, registering for services, locating permanent housing). • Identify organizations and providers in the community that comply with State laws and regulations that can provide child care services (use the links to State licensing agency contacts through NACCRRA). • Coordinate with State and local offices that provide child care financial assistance to families (for example, State agencies administering the Federal Child Care and Development Fund program). • Identify and coordinate with Head Start and Early Head Start facilities that may have excess capacity to care for children. • Identify and coordinate with State pre-kindergarten programs and locations which may have excess capacity for	• The National Association of Child Care Resources and Referral Agencies (NACCRRA)

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Section 10: Children's Areas	Considerations:	Supporting Tasks:	Resources:
		preschool-aged children. • Coordinate with local child care resource and referral agencies (CCR&R) to identify child care providers (http://www.naccrra.org/). • Coordinate transportation, if needed.	
Temporary respite care	*A secure, supervised, and supportive play experience, which provides temporary relief for children, parents, guardians, and caregivers. Parents, guardians, and caregivers are required to stay on-site in the shelter.*		
	What needs to be considered when identifying the location for a temporary respite care area?	• Identify a space that has enclosures or dividers to protect children and ensure that children are supervised in a secure environment. • Identify a space that is close in proximity to restrooms and a drinking water source and that has hand washing and/or hand sanitizer stations available.	• **SEE APPENDIX D, MEGA-SHELTER PRACTICES AND INDICATORS**
	How will you recruit qualified and credentialed temporary respite care providers?	• Determine requirements for providers (e.g. background checks, training, age). • Engage providers from the community that are licensed or registered with the State licensing agency. • Work with child care resource and referral agencies and State licensing agencies to pre-identify child care providers who have been licensed by the State and undergone criminal	• Church of the Brethren (Children's Disaster Services) • Southern Baptist Disaster Relief

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Section 10: Children's Areas	Considerations:	Supporting Tasks:	Resources:
		background checks that may be willing to supervise respite care in a shelter. • Establish and activate agreements with providers. • Ensure all providers receive training and orientation and visibly display proper credentials above the waist at all times when in the children's respite area.	
	What toys and materials are desired for a temporary respite care area?	• Ensure sufficient toys and materials are safe and age appropriate to meet the population's needs. Consider the following: o Age appropriate o Free of hazards o Consumer safety standards o Multifunctional o Easily cleanable o Cleaned and sanitized regularly	• Save the Children
	What unique procedures need to be developed, communicated, and upheld for the children's temporary respite care area?	• Establish and implement procedures to ensure the following: o When children are present, at least two adults are present at all times. o No child is left with one adult who is not their parent, guardian, or caregiver. o Children sign in and out of the temporary respite care area.	

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Section 10: Children's Areas	Considerations:	Supporting Tasks:	Resources:
		o Children are only released to the parent(s), guardian(s), caregiver(s) or designee(s) listed on the registration form. o The following documentation is provided, maintained, and made available to caregivers at all times: ▪ Attendance records ▪ Registration forms ▪ Allergy information ▪ Functional needs support ▪ Injury and/or incident forms o An evacuation plan is posted and communicated to the parent(s), guardian(s), and caregiver(s) when registering the child. o The child to staff ratio is appropriate to the space and to the ages and needs of the children. o All local, State, and Federal laws, regulations, and codes that relate to temporary respite care for children are followed. o Location, hours of operation, and other information about the temporary respite care is provided and easy for parents, guardians, and care givers to understand.	
Health and hygiene			

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Section 10: Children's Areas	Considerations:	Supporting Tasks:	Resources:
	What are the toileting needs?	• Ensure child accessible toilets, urinals, and hand washing stations. • Ensure diapers and changing supplies are available for appropriate age groups. • Allocate areas for baby changing stations.	• **SEE APPENDIX D, MEGA-SHELTER PRACTICES AND INDICATORS**
	How will you ensure toileting procedures are hygienic?	• Consider the following: o Hand washing stations available, accessible, and reinforced o Regular cleaning o Sanitation needs o Proper disposal o Proximity to family areas	• **SEE APPENDIX D, MEGA-SHELTER PRACTICES AND INDICATORS**
	What are the bathing needs for infants and toddlers?	• Ensure appropriate supplies and areas for bathing (e.g. basins, shampoos). • Ensure basins are properly cleaned between uses.	
	What accommodations are needed for expecting or new mothers?	• Consider the following: o Breast-feeding areas that have privacy (e.g. curtained off area, provide blankets) o Pre/post natal care	• **SEE SECTION 8, PUBLIC HEALTH, MEDICAL AND MENTAL HEALTH SERVICES**
Safety			
	What monitoring procedures are needed to ensure children's safety and security?	• Ensure children's temporary respite care area has a registration process in addition to sign in and sign out	• *Keeping Children Safe - A Policy Agency for Day Care in Emergencies*

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Section 10: Children's Areas	Considerations:	Supporting Tasks:	Resources:
		procedures for release to pre-designed individuals. • Create a notification process to communicate the following expectations of parents, guardians, and caregivers: o Must accompany their children when the children use the bathroom o Are expected to be the primary resource for their children whose ages are 18 years old and younger	• http://www.naccrra.org/disaster/docs/Disaster_Report.pdf
	What needs to be done to ensure the dormitory and temporary respite care areas are suitable and safe for children?	• Consider environmental factors of the dormitory area such as the following: o Climate control o Noise control o Well-lit sleeping areas for smaller children • Consider safety issues of the temporary respite care area such as: o Monitoring child well-being (e.g. dehydration, climate control) o Possible structural hazards o Appropriate interaction between children	

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Section 11: Emergency Household Pet Sheltering	Considerations:	Supporting Tasks:	Resources:
Definition: the management and operations of a temporary animal shelter housing pets of disaster survivors utilizing mega-shelter services			
General			
	Who is the responsible entity for household pet shelter operations and coordination with the mega-shelter?	• Coordinate with the EOC to determine the responsible parties. • Determine who is the mega-shelter point of contact to coordinate with the household pet shelter.	• Local animal services
	How will the household pet shelter needs and estimated population be determined?	• Coordinate with the appropriate EOC, beginning with the local agency.	
	Given the available space, where should the household pet shelter be located, and what is the household pet shelter capacity?	• Consider the proximity of the household pet shelter to the main mega-shelter and accessibility for shelter residents. If possible, walking distance between the household pet shelter and the main mega-shelter is preferred. • Develop a household pet-sheltering plan based on the square footage provided. • Consider what is necessary in the shelter design. o Dogs, cats, and exotics need separation. o Registration area o Storage	

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Section 11: Emergency Household Pet Sheltering	Considerations:	Supporting Tasks:	Resources:
		o General human facilities o General utilities o Household pet owner waiting areas o Climate control/HVAC o Ventilation--separate from shelter resident areas • Consider food, toys, equipment, and storage space. • Determine the distance between owner and animal registration. Consider the following: o Drop-off welcoming area at owner registration o Transportation to household pet shelter for pets o Transportation to household pet shelter for ADA residents	
	Whose animals will be sheltered in the household pet shelter?	• Consider the needs and capacity to accommodate household pets: o That belong to shelter residents o That belong to residents of other shelters o Other owner-identified household pets o Rescued household pets • Determine the capacity, equipment, and	

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Section 11: Emergency Household Pet Sheltering	Considerations:	Supporting Tasks:	Resources:
		resources available.	
	What type of animals will be accepted in the household pet shelter?	• Consider the size and placement of various household pets: o Dogs o Cats o Rabbits o Small exotics • Consider "pocket" pets	
	How will animals and pet owners arrive at the shelter?	• Determine the population and potential methods of arrival. Consider the following: o Buses o Personal vehicles o With pet carriers/crates	
	How are pets and pet owners identified, returned, and monitored?	• Develop identification methods showing owners and pets together. Consider: o Photographing the pets with owners (digitally) and resources needed to produce photographs ▪ Camera ▪ Computer ▪ Electricity ▪ Office supplies • Wristbands/tagging system	

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Section 11: Emergency Household Pet Sheltering	Considerations:	Supporting Tasks:	Resources:
	How will animals' exercise and sanitary accommodations be met?	• Consider the following: o Locations of reasonable exercise areas (e.g. grass) o Proximity of pet shelter to exercise areas o Cleaning and sanitizing o Elimination of waste matter	
	How will you identify the need for additional equipment and services due to unusual and high usage?	• Consider preparing for and lining up the resources for the following: o Plumbing o Electrical services o Janitorial services o Forklift equipment o Repairs o Environmental equipment o Trash services o Biohazard waste o Pest control • Coordinate with contractors and vendors for sales and/or leasing. • Consider seven day/week need.	
	What provisions must be acquired for comfort of pets and staff?	• Consider the following: o HVAC o Fans	

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Section 11: Emergency Household Pet Sheltering	Considerations:	Supporting Tasks:	Resources:
		o Misting systems o Utilities	
Pet shelter design			
	How are the specific animal groups housed?	• Determine what equipment is utilized for the design of the shelter. Consider the following: o Fences o Gates o Crates o Carriers	• NARSC members • NASAAEP members
	What safety precautions are taken for pets in the pet shelter?	• Determine safety requirements for pets. • Consider the following; o Breed separation o Species separation	
	What safety equipment is necessary for staff working in the pet shelter?	• Determine the appropriate personal protective equipment (PPE). Consider the following: o Goggles o Boots o Ear plugs o Gloves o Catch poles • Consider staffing with two or more	

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Section 11: Emergency Household Pet Sheltering	Considerations:	Supporting Tasks:	Resources:
		persons in the uniquely planned shelter.	
Waste disposal			
	How is general pet waste properly disposed?	• Determine if a waste vendor is available to supply resources.	• www.epa.gov • Local and State regulations
	What is the process for disposing deceased animals?	• Determine a process that will remove the animal to the permanent sheltering facility in the city/county. • Contact the owner for identification and waste determination process.	
Veterinary services			
	Are veterinary services available?	• Determine a schedule and services available for the pets. • Consider providing basic services vs. specialized services	
	How often will the veterinarian check the animals?	• Determine a schedule of veterinary services. • Consider an initial veterinary check and daily veterinary schedule.	• USDA/APHIS • American Veterinary Medical Association • State veterinary medical associations
	What is the plan once a household pet has taken ill?	• Determine notification protocols for pet owners. • Determine quarantine procedures.	
	What are the required vaccinations and records necessary for animals to	• Determine the pet population origination.	

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Section 11: Emergency Household Pet Sheltering	Considerations:	Supporting Tasks:	Resources:
	enter the pet shelter?	• Compare the vaccination requirements with the sheltering city. • Consider vaccinating all animals as they arrive.	
Resource requirements			
	What are the resources necessary to provide pet-sheltering services?	• Consider the following; o Fencing panels o Collapsible kennels o Carrying boxes o Cat condos o Food and water bowls o Pet food o Kitty litter o Pooper Scooper o Tables and chairs o Leashes o Extension cords o Trash cans and bags o Lighting o Floor fans o Mops and janitorial supplies o Office supplies o Clock	• Department of Agriculture

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Section 11: Emergency Household Pet Sheltering	Considerations:	Supporting Tasks:	Resources:
		o Message boards o Digital cameras o Flashlights	
	What methods and supplies are used to sanitize and disinfect?	• Determine what resources are needed to sanitize and disinfect. • Consider what vendors and entities may support the services required.	
	Has a list been provided to the EOC and local emergency management agencies?	• Determine what resources must be outsourced and submit to the EOC in a sheltering plan.	
	What is the procurement and record-keeping process?	• Consider allocating a historian.	

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Section 12: Entertainment/ Recreation	Considerations:	Supporting Tasks:	Resources:
Definition: provide a positive respite that includes physical and mental activities and adds routine to daily shelter life			
General			
	Who will be responsible for providing entertainment and recreation in the mega-shelter?	• Ensure coordination between the EOC, facility and all entities.	
	What are the demographics of your community?	• Access shelter population (e.g. languages, ages, ethnicity, cultural needs).	
	How much physical space do you have available?	• Identify potential areas within and outside of the shelter to host activities.	
	What are your available resources?	• Determine your available: o Equipment (audio visual aids) o Human resources o Utility capabilities (e.g. power, cable, Internet) • Consider the following possible resources for the provision of both human and material support: o NGOs (e.g. Save the Children, Church of the Brethren, Salvation Army) o City Parks and Recreation Department o Civic organizations (e.g. Rotary Club, Kiwanis, Checker Club) o Professional sports team o Local businesses	

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Section 12: Entertainment/ Recreation	Considerations:	Supporting Tasks:	Resources:
		o Boys and Girls Clubs	
	Where is the best space when selecting sites for different activities?	• Identify areas where activities can be held without disturbing other shelter residents. • Identify areas that are accessible and easily secured for access and monitoring. • Ensure areas can accommodate expected client participation. • Ensure area is free of hazards (e.g. electrical, spills). • Ensure area is easily cleaned and sanitized. • Select enclosed spaces for activities that need to be closely monitored for access or whose exposure should be minimal.	
Safety			
	How will the activities be supervised?	• Establish what kind of supervision is needed and who will be providing it (e.g. parents, volunteers, NGOs).	
	What areas need to be secured for monitored access?	• Identify areas designated for specific age groups. • Ensure proper physical boundaries and barriers between activity spaces. • Create a plan for monitoring access (e.g. who has to access, who maintains	

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Section 12: Entertainment/ Recreation	Considerations:	Supporting Tasks:	Resources:
		access, protocols for child pick up).	
	How will designated areas be monitored and maintained for cleanliness?	• Coordinate with shelter management to determine who will ensure area cleanliness.	• **SEE JANITORIAL SERVICES, SECTION 16**
Scheduling			
	Who is attending what activities and when?	• Determine a schedule of activities for each individual age group.	
	Who will be facilitating the activities?	• Assign responsible facilitators.	
	Does the host city have any scheduled events that the residents may access?	• Develop an events schedule appropriate for shelter residents (e.g. age and culturally appropriate). • Develop a contact list to facilitate event access. • Organize transportation.	
	Does the host city have any entertainers that may be able to visit the shelter?	• Determine entertainers appropriate for shelter residents. • Develop a schedule for on-site entertainers. • Coordinate VIP and potential media access with shelter public information officer.	
	What systems need to be created to ensure equitable access to resources?	• Determine time limits or other restrictions regarding access to resources. • Assign appropriate staff to monitor.	
	Are there any upcoming holidays, religious observances, or celebrations to	• Determine the resources available to facilitate the celebration of specific	• NGOs

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Section 12: Entertainment/ Recreation	Considerations:	Supporting Tasks:	Resources:
	be considered based on the demographics of the population?	holidays or observances.	• Faith-based organizations
Potential activities			
	What are the populations among varying age groups (birth to 35 months, 3 to 7 years, 8 to 12 years, 13 to 18 years, adults, seniors)?	• Ensure atmosphere is safe and appropriate: o Clean floor mats o Clear area of hazard items (small items) o All play items are compliant with consumer safety requirements o Safe and monitored activities o Provide space for family interaction.	• **SEE CHILDREN'S AREAS, SECTION 10**
	What are potential activities for your targeted audience?	• Assess the entertainment needs of your shelter population and determine your available resources to provide activities such as: o Music o Arts and crafts o Indoor and outdoor athletic activities o Fitness activities (aerobics, walking) o Team sports o Movies o Books o Internet access o Video games	

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Section 12: Entertainment/ Recreation	Considerations:	Supporting Tasks:	Resources:
		o Entertainers (clowns, magicians, local celebrities) o Board games o Card games o Organized games or contests (bingo, trivia) o Playground o Visiting therapy animals o Knitting o Dominoes o Brainteaser o Crosswords • Ensure activities are age appropriate	
	Are there additional resources needed to accommodate functional needs support services?	• Determine resources needed. Consider the following: o Interpreters o Large print materials o Materials in foreign languages o Organized activities in foreign languages o Signed activities	

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Section 13: Information Technology	Considerations:	Supporting Tasks:	Resources:
Definition: the planning and implementation of resources necessary to support data and voice			
General			
	Who is responsible for coordinating information technology within the mega-shelter?	• Identify the POC for information technology. • Identify responsibilities of POC, consider the following: o Unify and distribute requests as appropriate.	
	Are there contractual obligations in the facility to provide IT services?	• Identify any pre-existing contracts (e.g. union agreements, contracts with exclusivity).	
	What IT services will be needed in the shelter?	• Gathering data and voice requirements from shelter entities.	
	Who will IT services be provided to?	• Consider the following groups: o Clients o Staff o General public • Prioritize installation and support.	
	What is the plan if cellular connectivity is not available?	• Determine an alternative plan for cellular connectivity. • Coordinate with cellular company about client needs.	
	What is the plan for supplying TV and radio to clients and staff?	• Determine if there is an existing digital or cable provider. • Coordinate with existing provider for the augmentation or expansion of	

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Section 13: Information Technology	Considerations:	Supporting Tasks:	Resources:
		services. • Create plan for the absence of an existing provider consider alternative source. • Determine placement, access, and security for TV and radio within the shelter.	
	What IT support do various recordkeeping software systems require?	• Determine system requirements for specific entities (e.g. Incident Tracking, Inventory, NSS, Medical, Donations, Financial, etc.).	
	How do you provision services to the facility?	• Determine existing data and voice connectivity within the facility. • Determine the capacity of the service. • Establish permission for the use of existing services. • Determine speed for installation (e.g. regular, expedite, and telecom service priority). • Determine who will assume costs.	• www.ncs.gov
Client access			
	What data and voice access will be provided to clients?	• Consider the following: o Phone (local vs. long distance) o Internet o Wireless support (cellular, Wi-Fi)	• http://pewinternet.org/
	Where will the clients gain access in the	• Determine where access stations will	• **SEE SECURITY AND**

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Section 13: Information Technology	Considerations:	Supporting Tasks:	Resources:
	shelter?	be. Consider the following: o Phone banks o Computer labs o Hotspots o Charging stations • Coordinate with shelter floor plan • Consider access area footprint (e.g. phone bank size vs. computer bank size). • Ensure area is securable, has connectivity and appropriate power supply. • Coordinate with security personnel.	**BUILDING ACCESS CONTROL, SECTION 3**
	How will the clients gain access?	• Determine hours of operation for all access points. • Consider stand up vs. seated computer banks. • Ensure all services are accessible as per ADA standards. • Consider establishing time limits and general rules. o Consider allocating 30 minutes per resident for registration of Red Cross Safe and Well and FEMA support. • Procure and place appropriate informational and directional signage	

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Section 13: Information Technology	Considerations:	Supporting Tasks:	Resources:
		(emergency communication protocols). • Qualified support personnel need to be on-site and available during times of access. o Consider the support ratio of one person for three to five public computers.	
	Who will support client access?	• Coordinate with the equipment provider to gain personnel for support. • Schedule qualified personnel from alternative sources.	
Non-resident access			
	What access will be given to non-residents?	• Consider utilizing resources for client access. • Determine parameters for non-residents to gain access. • Consider shelter and dormitory restrictions when determining access locations.	• If separate, follow the client access considerations
Staff access			
	Who will be the designated POC to communicate IT needs for each shelter entity?	• Determine a POC for each entity in the shelter that will need IT service. Consider the following: o Food services o Dormitory o Medical	

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Section 13: Information Technology	Considerations:	Supporting Tasks:	Resources:
		o Security o Shelter registration o Law enforcement o Janitorial o Recovery information and resident messaging o Family reunification o Distribution o Transportation o Entertainment o Public information/media relations	
	Are there specific requirements for certain entities?	• Determine phone system requirements for specific entities. Consider the following: o Medical and mental services o Roll-over phone systems (EOC) o Multi-line phone system o Fax services o Long distance	
	What is the plan to coordinate communication between entities?	• Determine how entities will communicate. Consider the following: o Cell phones o Two way radios o Instant messaging o Email	

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Section 13: Information Technology	Considerations:	Supporting Tasks:	Resources:
		o In person o Wired phones o Public address system • Consider that satellite phones do not work indoors. • Consider staff resource requirements. • Fax machines • Copiers • Office equipment	

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Section 14: Recovery Information and Resident Messaging	Considerations:	Supporting Tasks:	Resources:
Definition: the processes and resources required for disseminating recovery information to residents in mega-shelters			
General			
	Who will be responsible for recovery information and resident messaging?	• Coordinate with the EOC. • Establish a POC within the mega-shelter.	
	What will be the overall communication strategy for recovery information and resident messaging?	• Develop an overall communication strategy for recovery information and resident messaging. • Designate a communication POC to coordinate activities associated with resident messaging and information.	
Resident messaging			
	How will recovery information be disseminated to shelter residents including persons with functional needs support?	• Assess the population for functional needs requirements such as the following: o Limited English proficiency o Illiterate o Sight impairment o Hearing impairment • Establish an info/customer service center. • Create a message board. • Conduct town hall meetings.	• Foreign language translators (NAJIT - Red Cross Partner) and sign language interpreters

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Section 14: Recovery Information and Resident Messaging	Considerations:	Supporting Tasks:	Resources:
		• Establish protocols for providing announcements within the shelter in English as well and other identified languages. • Identify suitable on-call translators. • Identify resources needed for communication with groups requiring special accommodations. • Assign dedicated staff/volunteers to manage the message board—filtering information, taking informational requests, and staffing the Info/Customer Service Center. • Establish a schedule for updating information on the message board and at the Info/Customer Service Center. • Establish a schedule and structure for hosting town hall meetings, and identify a list of individuals who will facilitate the meeting. • Determine signage needs for the facility—ensuring that signage is appropriate for shelter residents with functional support needs.	
	What information should be provided to residents regarding daily shelter life?	• Identify informational needs for residents such as the following:	

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Section 14: Recovery Information and Resident Messaging	Considerations:	Supporting Tasks:	Resources:
		o Shelter rules o Meal/snack times o Laundry services o Infection control procedures o Hours of operation for obtaining health/mental health services o General safety and emergency information o Evacuation protocols o Postal information	
	How will media resources be integrated into the shelter?	• Establish a reference area. • Provide local media access for shelter residents. Consider the following: o Newspapers o Radio o Television *Note: Consider appropriate non-English language newspapers, radio stations, and television channels.* • Request delivery of newspapers to the facility. • Establish an Internet area. • Determine who will provide computers and connectivity for Internet access.	• Computer companies • Staff/volunteers • Shelter residents

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Section 14: Recovery Information and Resident Messaging	Considerations:	Supporting Tasks:	Resources:
	What is the existing communication equipment available in the facility?	• Obtain access to audio/visual equipment.	• Facility staff
Information technology			
	Where will IT support come from?	• Identify potential IT support providers. • Detail specific services to be provided by IT support • Consider the following possible sources of IT support: o Geek Squad and other private businesses o Large providers of computer/connectivity and phone service (Verizon, AT&T, Sprint)	• Red Cross (ECRV) • State and local government
	How will shelter staff coordinate with IT POCs for connectivity?	• Establish and contact potential IT resources. • Establish IT POC within the shelter.	• **SEE INFORMATION TECHNOLOGY, SECTION 13**
	How will overhead announcements be made within the shelter?	• Determine frequency and times of overhead announcements, and create a schedule. • Assign staff/volunteers to make announcements.	
	What will be the frequency of updating information?	• Establish the frequency for updating and disseminating new information.	

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Section 14: Recovery Information and Resident Messaging	Considerations:	Supporting Tasks:	Resources:
		• Ensure that information is updated to all informational resource areas within the shelter (e.g. Info/Customer Service Center, message board, handouts).	
Recovery information			
	What recovery information needs to be provided for shelter residents?	• Establish a recovery information POC to coordinate recovery information initiatives. • Provide information relating to: o Social services o Health services o Mental health services o Support services and case management o Employment o School system/education o Child care o Transportation • Provide access to www.disasterassistance.gov. • Make available the instructions for registering with FEMA. Post the phone number. • Provide access to Red Cross and other	• VOAD • Government/non-government agencies

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Section 14: Recovery Information and Resident Messaging	Considerations:	Supporting Tasks:	Resources:
		agencies' recovery information. • Coordinate, organize, and monitor access for agencies providing recovery services within the shelter (e.g. VOAD, faith-based organizations). • Ensure that government information is 508 compliant (technology access).	
	How will recovery information be disseminated to shelter residents?	• Identify all resources where residents can obtain recovery information (e.g. message board, Info/Customer Service Center). • Post a schedule of agency visits to the shelter. • Coordinate with appropriate volunteers/agencies for residents needing assistance with obtaining recovery information (e.g. persons with visual and hearing impairments, illiterate, limited English proficiency).	

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Section 15: Family Reunification	Considerations:	Supporting Tasks:	Resources:
Definition: the processes and resources required to reunite families separated by disaster and provide resources for individuals seeking family and friends affected by the disaster			
General			
	Who will be providing family reunification services?	• Establish a POC for family reunification services.	• Government and non-government agencies: Red Cross, Salvation Army, FEMA, 2-1-1
	How will family reunification services be provided?	• Identify an individual that will coordinate family reunification services. • Establish an input and research team. • Compile a list of all agencies providing family reunification services. • Ensure coordination between all agencies. • Establish phone kiosks for residents to call family and friends to notify them of their statuses.	
	How will shelter residents register with family reunification online services (e.g. NEFRLS and Safe and Well)?	• Make laptops and Internet access available in the shelter. • Provide information about NEFRLS, NECLC, and Safe and Well. • Provide instructional documents for using family reunification databases • Provide NEFRLS and Safe and Well registration instructions for registering using language line services. • Provide technical support for	• **SEE INFORMATION TECHNOLOGY, SECTION 13** Section 508, Compliance – http://www.section508.gov/ • FEMA NEFRLS • American Red Cross - Safe and Well • NCMEC - NECLC

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Section 15: Family Reunification	Considerations:	Supporting Tasks:	Resources:
		registrations in the family reunification systems. • Provide oversight to ensure that resources are used appropriately (e.g. time limits for computer use, blocked access to inappropriate websites). • Post family reunification call center telephone numbers. • Establish a service support center that provides information regarding reunification and support for reunification. • Establish a designated area for family reunification services. • Ensure Section 508 compliance.	
	Who will provide IT support?	• Identify the individual/agency/company that will provide IT support. • Coordinate with the mega-shelter IT POC to communicate family reunification systems needs.	• Local and large national companies that can provide laptops, Internet, and phone service • **SEE INFORMATION TECHNOLOGY, SECTION 13** • **SEE PRIVATE SECTOR COORDINATION, SECTION 21** • **SEE DONATIONS AND VOLUNTEER MANAGEMENT, SECTION 20**

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Section 15: Family Reunification	Considerations:	Supporting Tasks:	Resources:
	Where will individuals who have been separated within the shelter reunite?	• Establish a meeting point within the shelter for reunification, and ensure the designated location is listed on message boards and an information center and that visible signage of the location is present.	• **SEE SECURITY AND BUILDING ACCESS CONTROL, SECTION 3**
	How will individuals separated from family by the disaster obtain emotional support?	• Ensure that mental health professionals are in the shelter.	
	How will individuals looking for people within the shelter be managed?	• Develop a mechanism for non-shelter residents seeking shelter residents.	
	How will unaccompanied minors be managed within the shelter?	• Understand guidance around unaccompanied minors in shelters. • Know who to call within that jurisdiction for these cases. • Coordinate with NCMEC/NECLC. • Establish protocols for care of unaccompanied minors during the period before appropriate authorities take custody of them.	• Local law enforcement • National Center for Missing and Exploited Children - NCMEC • National Emergency Child Locator Center - NECLC • Children's Protective Services
	Does the facility have a website on which to post links to the reunification websites?	• Coordinate with facility staff to ensure that reunification links get posted to the facility's website. • Consider links to the following: o NEFRLS o NECLC o Safe & Well	

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Section 16: Janitorial	Considerations:	Supporting Tasks:	Resources:
Definition: the planning and management of basic cleaning, repetitive hyper-cleaning, and sanitary maintenance of the facility and surrounding areas.			
General			
	Who will be responsible for the coordination and provision of janitorial services in the mega-shelter?	• Determine a POC for the following areas: o Medical services o Food service o Dormitory o Restroom facilities o Diaper changing area o Children's area o Entertainment o Data and voice services o Facility exterior (e.g. sidewalks, handrails, parking lots) o Laundry services • Determine a service provider. • Coordinate with facility resources. • Ensure coordination with the EOC and all entities.	
	What is the plan for staff and volunteer training?	• Determine specialized training and the supervision required. • Determine the training schedule and the staff briefing schedule. • Establish procedures to ensure staff	

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Section 16: Janitorial	Considerations:	Supporting Tasks:	Resources:
		and volunteers are properly trained and aware of hyper-cleaning requirements. *Hyper-cleaning is required in a mega-shelter to prevent the spread of infectious diseases. It involves cleaning areas several times each day, even when surfaces appear to be clean and using cleaning solutions that are used to sanitize hospitals. Bathrooms, for example, are cleaned throughout the day and receive a thorough cleaning each work shift, day and night.* • Consider training regarding the following to prevent injury and the spread of disease: o Do not push trash down into bags. o Do not grab trash bags as they are falling. o Do not reach into spaces you cannot see. o Wash and sanitize hands frequently. o Disposal of bodily fluids and waste (e.g. diaper [infant and adult], vomit, blood) o Disposal of sharps should be handled with extreme caution. o Biohazard waste protocols • Consider detailed infection control:	

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Section 16: Janitorial	Considerations:	Supporting Tasks:	Resources:
		o Hand-rails o Elevators o Counters o Door knobs o Water fountains o Walls o Children's toys and games o Computers o Diaper-changing stations	
	What is the procurement process?	• Pre-establish pricing or enter into a price agreement with a vendor. • Determine the requirements for the equipment and cleaning supplies for each specific area. o Coordinate with local public health and CDC. o Communicate the plan and process. • Establish the procurement and recordkeeping process. • Coordinate with the dock manager. • Consider facility certifications and green purchasing guidelines.	
Waste disposal			
	What are the plans for general and hazardous waste disposal?	• Coordinate with the EOC regarding local waste management regulations	• Clean Water Act

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Section 16: Janitorial	Considerations:	Supporting Tasks:	Resources:
		and capabilities. • Determine a schedule for pick up, consider24x7 operations. • Determine areas for collection and sorting (e.g. recycling, biohazard). • Consider unique and voluminous waste streams: o Large volume of diaper waste o Gray water (e.g. shower and food service) o Portable toilet servicing o Sharps o Biohazard waste • Consider placing appropriate warning and safety signage.	• Clean Air Act • 40 CFR 261.1-38 (hazardous waste identification) • 40 CFR 262.1-44 (hazardous waste management → labels) • 49 CFR 171-177 (DOT regulations) • Local and State codes must be considered.
	What are the plans for recycling?	• Determine what materials are recyclable. Consider the following: o Paper o Aluminum o Plastic o Cardboard o Glass o Basic metals • Determine the method of collection, and coordinate the separation and containment of materials being recycled (single stream vs. separate containment). • Ensure strategic placement of properly labeled receptacles. • Determine capacity and a schedule for	• Local and State codes must be considered.

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Section 16: Janitorial	Considerations:	Supporting Tasks:	Resources:
		pick up. • Designate areas for sorting and collection. • Determine what materials will be sanitized to be reused. Consider the following: o Cots o Blankets o Phones o Clothing o Shoes o Books o Stuffed animals o Children's toys and games	
	What are the cleaning procedures for bodily fluid events (stool, vomit, blood)?	Consider the following: • Defined cleaning procedures for staff • PPE (e.g. particle mask, gloves) • Disinfectants and specialized cleaning supplies and equipment (effective against norovirus) • Storage, disposal, and transfer of bodily fluid wastes • Existing facility resources	• Local health department • Center for Disease Control www.cdc.gov
	What procedures are in place for cot cleaning and disposal?	• Coordinate with the dormitory POC to ensure proper cleaning, storage, and disposal when necessary. • Consider the following: o Frequency of cot cleaning o Process for disinfection o Space for cleaning and drying o Equipment & supplies needed	• **SEE DORMITORY MANAGEMENT, SECTION 6**

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Section 17: Building Maintenance & Engineering	Considerations:	Supporting Tasks:	Resources:
Definition: the management and operation of a mega-shelter facility's HVAC, electrical, and plumbing systems			
General			
	Who is the responsible party that manages the systems?	• Identify a coordinating manager to serve as the main point of contact for requests and/or service. • Consider having the manager of facility operations or the building engineer remain in the established command post.	
	What is the plan to support the initiation, operation, and closure of shelter operations?	• Be prepared for phases of operations (e.g. opening, closing). • Be prepared to run systems at full capacity for longer than normal times.	
	What is the plan to adjust the preventative maintenance schedule?	• Consider the following: o Additional service hours o Increased capacity of operations o Increased frequency of use • Determine the next preventative maintenance schedule based on hourly usage. • Provide a new schedule to staff to adjust for additional usage.	
	What is your plan for a 24x7 operation?	• Determine additional staff and equipment resources necessary to support operation.	

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Section 17: Building Maintenance & Engineering	Considerations:	Supporting Tasks:	Resources:
		• Be aware of staff physical and emotional stress. • Develop a schedule of staff shifts including rest cycles. • Ensure that counseling is available.	
	What training should be provided to educate staff to the unique plumbing, electrical, and maintenance arrangements and duties?	• Create a map of additional service locations. • Determine the schedule of preventative maintenance on the additional locations. • Provide details to staff of the unique arrangements. • Arrange service hours to be overnight and/or on a specific schedule provided to the EOC and dormitory management.	
	What are the resources and capacities of the systems available in the designated dormitory areas?	• Consider the capacities of the following: o Plumbing o Electrical o HVAC o Restroom stalls o Shower locations • Determine where additional resources should be allocated.	• **SEE DORMITORY MANAGEMENT, SECTION 6**

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Section 17: Building Maintenance & Engineering	Considerations:	Supporting Tasks:	Resources:
		• Consider the following: o Hot water tie-in o Plumbing capacities o Accessibility for service (e.g. portable restrooms) o Electrical capacity o Electrical tie in locations	
Maintenance contracts			
	Are the current service contracts able to supply resources during shelter operations?	• Determine the full extent of maintenance contracts. • Consider the following: o Current preventative maintenance plans o Human resources o Hours of operation o Capacity of service • Determine if additional service providers need to be sourced.	
	What supplemental contracts are available to service mechanical systems on nights and weekends?	• Determine who is available to provide emergency service for equipment during all hours. • Maintain contacts and information for those vendors and contracts.	
Staffing impact			

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Section 17: Building Maintenance & Engineering	Considerations:	Supporting Tasks:	Resources:
	What is the plan to outsource labor for a long-term mega-shelter operation?	• Determine the estimated length of shelter operations. • Consider the stress and impact on staff working 24x7. • Consider outsourcing additional labor or contract services to provide resources.	
	What is the plan to provide mental health resources to staff working at the shelter?	• Consider utilizing county mental health resources.	• **SEE PUBLIC HEALTH, MEDICAL AND MENTAL HEALTH SERVICES, SECTION 8**
HVAC			
	What is the plan to monitor HVAC systems on a 24-hour basis?	• Consider that operations will be at full capacity and with unique requests.	
	What is the agreed temperature provided to the shelter?	• Determine an agreed temperature with the EOC and dormitory management prior to activation.	
	How will HVAC be provided to uncommon areas required for use?	• Consider uncommon use of space (e.g. storage rooms, restrooms, outdoor areas, offices, kitchens, restrooms, showers).	
Plumbing			
	What equipment is available to provide connections for additional showers?	• Determine the location for additional showers. • Determine what equipment is necessary to connect hot and cold	

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Section 17: Building Maintenance & Engineering	Considerations:	Supporting Tasks:	Resources:
		water for shower service. • Determine what additional equipment (e.g. pipes, fittings, etc.) are required.	
	What is the schedule for plumbers at the facility?	• Be prepared for phases of operations (e.g. opening vs. close). • Consider providing the schedule to dormitory management and the EOC.	
	What method will be used for shower water containment?	• Consider environmental containment resources for gray water. • Determine how the showers will be serviced by sources (e.g. trucks) emptying contained water.	• Follow Storm Water Management Plans - Clean Water Act • www.epa.gov
	What is the capacity for hot water?	• Determine how long the hot water may run (e.g. showers, make-shift kitchens) before resources must refresh. • Create a schedule of services that does not conflict with other activities. o Coordinate the shower schedule with the kitchen schedule. • Provide the information to dormitory management.	
	What training is provided to educate staff to the unique plumbing arrangements and duties?	• Create a map of additional service locations. • Determine the schedule of preventative maintenance on additional locations.	

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Section 17: Building Maintenance & Engineering	Considerations:	Supporting Tasks:	Resources:
		• Provide details to staff of the unique arrangements.	
	What equipment is available to service frequent (but minor) plumbing issues?	• Determine sources for clearing minor clogs. • Consider the use of trained housekeeping personnel provided with plungers.	
Electrical			
	Which electrical staff is available to provide rapid service to uncommon areas?	• Determine what staff are on hand to set up the mega-shelter power sources. • Consider the rapid and frequent requests that will occur throughout the operations.	
	What is the capacity of electrical services in the area selected for shelter operations?	• Determine the available power for the mega-shelter area. • Consider sourcing generators, if necessary.	
General maintenance			
	How will general (non-emergency) maintenance issues be managed?	• Develop a log/communication system for reporting and tracking maintenance issues. • Keep records for potential reimbursement. • Identify the point of contact for minor repairs.	

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Section 17: Building Maintenance & Engineering	Considerations:	Supporting Tasks:	Resources:
	What additional supplies and staff are needed to expedite unique wear and tear on facility?	• Determine anticipated types of high volume maintenance issues that will arise due to unique stress on the facility. Consider the following: o Graffiti o Floor covering--damage from cots • Procure supplies to have on hand. • Schedule staff.	
Back up & auxiliary systems			
	In addition to required emergency generators and/or services, what is available to supplement the systems?	• Determine what lights and the length of time the emergency generators will run in the shelter area. o Note: Most facility generators are for short-term lighting service. • Determine how HVAC will be managed should additional power be required. • Consider sourcing additional generators to provide power sources to medical areas. • Consider sourcing additional generators for more long-term functionality.	

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Section 18: Logistical Support/ Dock Management	Considerations:	Supporting Tasks:	Resources:
Definition: comprehensive communication and management of all mega-shelter deliveries, storage, inventory, security, and access for supplies and equipment			
General			
	Who will be responsible for the management of the dock?	• Coordinate with the EOC and facility management.	
	What are the needs of the entities that will be ordering and/or storing supplies and equipment?	• Identify the types of supplies and equipment. Consider the following: o Food service (e.g. ice machines, food preparation equipment, food storage equipment) o Medical supplies o Durable medical equipment o Dormitory supplies (e.g. cots, blankets) o Donations o Bulk distribution o Office equipment o Agency and organization specific materials o Support equipment (e.g. tables, chairs) o Recreational supplies and equipment o Additional IT equipment o Temporary hygiene equipment (e.g. showers, portable toilets,	

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Section 18: Logistical Support/ Dock Management	Considerations:	Supporting Tasks:	Resources:
		washers/dryers, hand-washing units) o Supplemental generators o Supplemental handling equipment o Fuel o Vehicles o Post office	
	What are the needs and resources that will determine the dock schedule?	• Create a dock schedule based on the differing needs of the stages of operation. Consider the following: o Twenty-four seven during initial standup of operation o Twenty-four seven during close down period o Staff for equipment return o Additional staff during startup and closedown periods • Collaborate with all entities to determine the scope of their deliveries.	
Incoming inventory management			
	How will incoming deliveries be communicated and coordinated?	• Identify the central point person who will coordinate deliveries. • Determine the tasks for central point person. Consider the following: o Space determination - availability	

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Section 18: Logistical Support/ Dock Management	Considerations:	Supporting Tasks:	Resources:
		and capacity o Sequenced timing o Dock schedule - hours of operation o Determine capacity for loading and offloading o Scheduling of staff o Communicate with the EOC for authorized deliveries o Coordinate with security o Determine any traffic interruptions o Consider additional general trash and recycling needs • Develop a communication plan for the following: o How all entities expecting deliveries will inform the central delivery coordinator o How the receipt of deliveries will be tracked o How the person/department who originated the order will be notified	
	Where will incoming deliveries be accepted?	• Identify an available location within reasonable proximity to where the supplies and equipment are needed.	
	How will staging areas be secured and accessed?	• Determine temporary staging areas prior to resource use.	

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Section 18: Logistical Support/ Dock Management	Considerations:	Supporting Tasks:	Resources:
		• Ensure areas have appropriate security and access.	
Storage & space management			
	What procedures are needed to ensure stock rotation?	• Create plan to label and rotate stock. • Identify who will coordinate stock rotation.	
	What procedures are needed to ensure the distribution of materials to the appropriate entity?	• Create a tracking plan for the identification of goods and equipment for deliveries to the appropriate entity.	
	What are your checkout and return procedures for reusable equipment?	• Identify the items that will require a checkout procedure. Consider the following: o Forklifts o Hand trucks o Golf carts o Pallet jacks • Create checkout/return procedures that ensures equipment is undamaged, operational, and/or fueled as necessary. • Organize a procedure to label and track all equipment keys.	
	What procedures are needed to ensure the proper access and control of storage areas?	• Determine the authorized person(s) from each entity. • Determine the level of security and	

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Section 18: Logistical Support/ Dock Management	Considerations:	Supporting Tasks:	Resources:
		access for each storage area (e.g. snacks vs. pharmaceuticals). • Coordinate the credentialing with the EOC.	
	How will the storage areas selected affect other shelter areas?	• Consider the following: o Frequency of access o Noise levels o Air quality o Hours of access o Security level o Temperature o Lighting o Accessibility (e.g. stairs)	
Coordination of outgoing deliveries			
	What types of outgoing shipments and servicing might occur during ongoing shelter operations?	• Consider the following: o Portable toilet servicing o Laundry services o Portable hand washing stations o Portable showers o Mail o Equipment breakdowns (e.g. golf cart, forklift) o Refueling o Cots	

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Section 18: Logistical Support/ Dock Management	Considerations:	Supporting Tasks:	Resources:
		o Shipments (e.g. ground, FedEx) o Biohazard materials o General trash o Recyclables	
	What types of outgoing shipments and servicing might occur during close down of shelter operations?	• Coordinate with all entities regarding the volume and scheduling of outgoing shipments. • Consider what residents may be shipping out.	

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Section 19: Distribution of Goods	Considerations:	Supporting Tasks:	Resources:
Definition: distribution of goods/supplies to individuals/households affected by a disaster			
General			
	Who will be responsible for the distribution of goods within the mega-shelter?	• Coordinate with the EOC. • Establish a POC and supporting staff.	
	What is the closest point of distribution (POD) to the shelter facility?	• Communicate with the EOC to determine POD locations.	
	Is there physical space available to manage a distribution operation within the facility?	• Determine with facility management space for public access, storage, warehousing, and parking to support distribution.	• Adventist Community Services Disaster Response
	What types of items will be distributed at the facility (e.g. items for direct client use in shelter, items for distribution to general public, items for household recovery)?	• Conduct needs assessment to include: o Review of disaster assessment information o Review of summary information from client casework organizations o Information based on interviews with residents in the shelter	
	What is the availability of identified items in the local community?	• Determine availability of items through: o Vendors o Community organizations	
	Are there significant security issues to be addressed?	• Determine security requirements for the space used to support the distribution of goods. • Determine if additional security will be needed when goods are being distributed to individuals and	• Law enforcement

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Section 19: Distribution of Goods	Considerations:	Supporting Tasks:	Resources:
		households. • Develop a protocol to address individuals/households who are not the intended recipients.	
Distribution recipients			
	Will you be distributing to individuals/households other than those staying in the shelter?	• Determine the status and availability of other resources for distributed goods in local community. • Based on needs assessment, determine if it is necessary to distribute goods to non-residents. • Determine the ability to manage public access for distribution separate from shelter areas to preserve privacy/security of residents. • Assess if there is physical space to support distribution to non-shelter residents.	
Items for distribution			
	What are the immediate needs of shelter residents?	• Determine whether residents received a warning and had time to bring essential supplies. • Examine demographics of shelter population to identify specific needs (e.g. infant formula and diapers, adult diapers). • Identify how residents will be	

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Section 19: Distribution of Goods	Considerations:	Supporting Tasks:	Resources:
		transported to the facility.	
	Was the hazard event one that required decontamination?	• Communicate with the local EOC.	• Emergency management
	What are the anticipated needs to support shelter residents based on the estimated length of shelter operations?	• Communicate with the local EOC to determine: o Anticipated length of stay o Access to homes o Status of infrastructure o Utility restoration o Plans for/availability of transitional housing • Re-examine the demographics of the shelter population to identify ongoing needs.	
	What are the anticipated needs as people begin to move into recovery (e.g. temporary home repairs, move into other temporary housing)?	• Review information available from: o Summary information from client casework organizations o Information provided by NGOs o Information based on interviews with residents in the shelter	• National VOAD and its member organizations • Local government
Procurement sources			
	What are the policies/procedures related to donations?	• Determine the policies/procedures established for donations. • Share policies/procedures with public affairs staff.	• State/local donations management systems • **SEE DONATIONS AND VOLUNTEER MANAGEMENT,**

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Section 19: Distribution of Goods	Considerations:	Supporting Tasks:	Resources:
			SECTION 20
	What is the status of vendors in the local community?	• Communicate with the EOC and Chamber of Commerce.	
	What is the availability of items from NGO sources?	• Communicate with the EOC.	• National VOAD and its member organizations
	What is the availability of items from government sources?	• Communicate with the EOC.	• State and Federal logistics
Allocation of space			
	What is the capacity for loading area/dock for unloading items to be distributed? What is the storage capacity for items to be distributed? What space is available to support staging/sorting of items for distribution? What space is available to support distribution of items to individuals/households?	• Review needs assessment and list of items to be distributed. • Estimate the size/footprint and quantity of the items to be distributed. • Compare space available to estimated need. • Design layout for all areas mentioned. • Determine equipment needs (e.g. materials handling equipment, storage racks, display tables). • Ensure security of distribution and storage includes loading, staging sorting areas.	• Adventist Community Services Disaster Response
	What space is available for parking and loading of distributed items if serving non-shelter residents/residents as they vacate the shelter?	• Determine with facility management: o traffic flow o parking space availability (number of spaces and whether other activities will affect availability and access)	

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Section 19: Distribution of Goods	Considerations:	Supporting Tasks:	Resources:
Distribution operations			
	What factors will affect hours of operation?	• Determine whether a significant portion of shelter residents are away from the shelter during the day and returning to the shelter at night. • Determine whether availability of staff will affect hours of operation. • Determine whether replenishment requirements will affect hours of operation.	
	What factors affect the quantity of materials distributed to an individual or household?	• Determine how people will be carrying away distributed items (e.g. walking, use of personal vehicles, public transportation). • Monitor inventory levels and ability to re-supply to determine need for limiting quantity.	
	What staff resources are available to support the distribution operations?	• Determine specific skill sets needed to support distribution operation (e.g. management and supervisory ability, fork lift operation, ability to lift and carry heavy loads). • Determine schedule for operations and number of staff needed to fill schedule.	• Adventist Community Services Disaster Response
	What inventory tracking reporting should be in place to support distribution operations?	• Establish a process for daily record keeping of what was distributed. • Establish an inventory process for inventory control, replenishment needs,	• **SEE DONATIONS & VOLUNTEER MANAGEMENT, SECTION 20**

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Section 19: Distribution of Goods	Considerations:	Supporting Tasks:	Resources:
		and monitor client demand. • Determine if the procedure will be used for tracking items distributed to individual clients. • Establish a process to track goods received for distribution. (Note: separate accountability will be needed for purchased items verses donated items.) • Establish a process for the tracking of incoming donated goods. • Establish a process to track all remaining items and their dispersal when closing the distribution operation.	
	What needs to be communicated regarding distribution operations?	• Develop a communication plan to advise the general public regarding hours of operations, what items are available, and policy regarding unsolicited donations. • Develop a communication plan to advise the shelter residents regarding hours of operations, what items are available, and soliciting input for unmet needs.	
	What issues are there to consider when planning to close-out distribution operations?	• Manage inventory levels to reduce amount of stored materials. • Develop potential resources to aid in dispersal of excess purchased goods once operations have closed (e.g. can purchased items be returned to the vendor or is there a specific procuring	

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Section 19: Distribution of Goods	Considerations:	Supporting Tasks:	Resources:
		procedure for dispersing government purchased items?). • Develop potential resources to aid in the dispersal of excess donated goods once operations have closed (for solicited goods it may be necessary to follow-up with the donor). • Ensure any loaned or rented equipment is returned to owners/custodians. • Ensure space used for distribution of goods is cleaned and returned to its original condition.	

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Section 20: Donations & Volunteer Management	Considerations:	Supporting Tasks:	Resources:
Definition: management of financial contributions, solicited and unsolicited donated goods and services, and spontaneous volunteers.			
General			
	Who will be responsible for the management of donations and volunteers within the mega-shelter?	• Coordinate with the EOC to determine the POC. • Coordinate messaging with public affairs staff.	
	What goods and services does the mega-shelter need and what doesn't it need?	• Communicate with the mega-shelter manager to determine needs including those needed directly by the residents (e.g. clothing, food, water, durable medical equipment) and support services (e.g. telecommunications, generators, security). • Determine with the mega-shelter manager what items are not needed (e.g. inappropriate, unusable).	
	Are there any staffing shortfalls that could be filled by spontaneous volunteers?	• Communicate with the mega-shelter manager to determine staffing needs and what training and background checks may be required. • Consider working with a local volunteer center to coordinate spontaneous volunteers.	
	What are the potential sources of the needed goods and services?	• Donations (companies and/or individuals) • Purchase	

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Section 20: Donations & Volunteer Management	Considerations:	Supporting Tasks:	Resources:
		• Governmental agencies (Federal, State, local, tribal), • Non-governmental organizations • Private sector	
	Will financial donations be accepted at the mega-shelter?	• Develop plans to address all of the following: o Donor intent o Transparency o Fiscal agent or responsibility o Donor acknowledgement and/or receipting o Tracking o Security of donations o IRS regulations	
	Are there any pre-existing donation collections sites and, if so, what are their proximity to the facility? (Off-site is recommended.)	• Identify pre-existing resources that collect donated goods (e.g. multi-agency donations warehouse). • Develop a plan to direct donations to pre-existing sites and/or to establish a site on the premises. • Develop a plan to strategically utilize existing sites as resource for the mega-shelter.	
	Is there an individual designated as the point of contact for all donations?	• Coordinate with all operational entities of the mega-shelter through the	

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Section 20: Donations & Volunteer Management	Considerations:	Supporting Tasks:	Resources:
		command structure. • Coordinate with the EOC.	
	What procedures are necessary for items with special and/or security requirements?	• Consider the following: o Pharmaceuticals o Health care supplies o Food & supplies that require refrigeration o Food supplies that could be contaminated o Flammable items (e.g. gas, propane) o High value items (e.g. gas cards) o Items that are now perceived as high value due to circumstances (e.g. water when no water is available)	
	What level of tracking is necessary for goods, services, and volunteers?	• Determine if the offer is an outright donation or loan of equipment. • Determine the level of specificity and information required for donor reporting. • Ensure a system is in place to track: o Donor contact information o Value of donation/receipting o Expectations of donors o Volunteer contact information/affiliation/hours o Loaned equipment/owner/process	

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Section 20: Donations & Volunteer Management	Considerations:	Supporting Tasks:	Resources:
		for return	
Parameters for acceptable goods & services			
	What are the minimum and maximum quantities of goods that will be accepted (quantities will vary based on specific item)?	• Establish criteria with the mega-shelter manager.	
	What are the standards and requirements for accepting goods?	• Establish criteria with the mega-shelter manager for: o Quantity—enough to meet determined need/maximum that would lead to waste or storage issues o Quality—not hazardous, not expired, meets safety requirements o Sorting o Packaging o Palletization o Shrink-wrapping o New condition o Free of pests o Loaned equipment & tracking procedures o Shipping requirement/costs o Timing of delivery/availability	

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Section 20: Donations & Volunteer Management	Considerations:	Supporting Tasks:	Resources:
		o Storage/off-loading capabilities o Cultural appropriateness	
	What is the plan for spontaneous volunteers?	• Identify jobs and positions that untrained staff can fill such as: o Food services--meal servers, kitchen prep staff, clean-up staff o Set-up/tear-down labor o Load/off-load o Housekeeping o Monitors o Administrative • Work with a volunteer coordinator to develop the staffing plan and intake procedures: o Match volunteer experience and skills to positions. o Job descriptions o Paperwork/tracking o Background check requirements (if any) o Safety & health considerations of volunteers o Age requirements o Language & communication requirements	• Safety training/videos • Lifting training/videos • Safe food handling • State and/or FEMA Volunteer Reception Center processes • www.serve.gov

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Section 20: Donations & Volunteer Management	Considerations:	Supporting Tasks:	Resources:
		• Identify liability parameters for spontaneous volunteers such as insurance coverage.	
	What are the standards and requirements for accepting services?	• Establish criteria with the mega-shelter manager for: o Licensing requirements o Recognized and reputable providers o Restrictions to physical alterations to facility o Tracking and securing of equipment provided o Infrastructure capability to support services o Hardware requirements (i.e. cable service needs televisions, Internet capability needs computers) o Duration of service o Hidden costs o Timing of availability o Termination of service	
Logistics			
	What are the logistical parameters for accepting goods?	• Consider the following: o Warehouse space o Off-loading capabilities/dock	

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Section 20: Donations & Volunteer Management	Considerations:	Supporting Tasks:	Resources:
		capacity o Storage requirements/refrigeration o Food product storage o Sorting requirements o Material handling equipment o Manpower o Disposal/redirecting of unneeded and unusable goods o Inventory control & management o Security—special considerations for high value and health care supplies o Track loaned equipment	
	What are the logistical parameters for accepting services?	• Determine points of contact at the shelter to coordinate with service providers. • Communicate with the shelter manager to determine needs.	
	What are the logistical parameters for accepting spontaneous volunteers?	• Ensure that there is a need for them. • Ensure that appropriate training and orientation staff and resources are available. • Locate space for: o Reception area for intake processing o Training and orientation	

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Section 20: Donations & Volunteer Management	Considerations:	Supporting Tasks:	Resources:
		o Evaluations o Debrief • Determine and implement a tracking system to capture information such as: o Contact info o Name and home address o Local contact information o Hours worked o Signing in and out procedures o Emergency point of contact o Date of completion of service o Evaluation • Follow-up to transition spontaneous volunteers to affiliate.	
	Who is responsible for the inventory and how is it tracked?	• Identify key the responsible party for managing and maintaining inventory. o Ensure implementation of appropriate tracking levels.	
	What is the security plan?	• Coordinate the communications plan with security. • Provide the security liaison with specific needs and requirements.	

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Section 20: Donations & Volunteer Management	Considerations:	Supporting Tasks:	Resources:
Close-out		•	
	What is the plan for removal of remaining product after the shelter is closed?	• Inventory remaining goods, separating items that need to be returned to donors. • Coordinate the redistribution of the remaining items based on donor intent. o Contact local non-profits & community groups to verify their needs and capacity for acceptance. o Increase outreach geographically to non-profits & groups in outlying areas to verify their needs and capability for acceptance. • Arrange for the disposal of unusable goods. • Ensure that proper tracking is in place through the final redistribution point or disposal site.	
	What steps need to be taken to ensure the proper return of donated equipment?	• Verify that items are no longer needed. • Determine how equipment will be returned. • Coordinate the return of equipment with logistical staff and ensure proper tracking and sign-off.	
	What are the needs for final acknowledgement of donors?	• Send thank you letters. • Verify that tax acknowledgement letters	

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Section 20: Donations & Volunteer Management	Considerations:	Supporting Tasks:	Resources:
		are sent, when appropriate. • Verify that additional donor recognition, when appropriate, is in place.	
	What are the needs for the termination of donated services?	• Coordinate with the appropriate personnel to ensure that donated services are terminated properly and have been communicated with all involved parties. • Determine sequencing for termination of services. • Ensure that donors are notified in advance of anticipated termination dates.	
	What will be done to acknowledge volunteers?	• Send thank you letters. • Verify that additional volunteer recognition, when appropriate, is in place. • Consider acknowledging the employers of the volunteers.	
Communication Plan		•	
Internal	How do all of the entities requesting and receiving donations within the mega-shelter communicate to ensure a coordinated approach to potential donors?	• Conduct ongoing coordination planning meetings within the mega-shelter. • Coordinate through the shelter command center. • Public health	

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Section 20: Donations & Volunteer Management	Considerations:	Supporting Tasks:	Resources:
		• Coordinate messaging with the public affairs staff.	
	What needs to be communicated internally with the staff that support the mega-shelter regarding donations, and how will this information be shared?	• Include information in staff meetings. • Ensure that a system is in place that captures the communication of the shelter residents' needs to the donations staff (e.g. communication chain that enables shelter workers who become aware of needs to share info with donations staff). • Ensure proper dissemination of information.	
	What needs to be communicated to the shelter residents regarding donations and how?	• Consider communicating the following: o How do residents access donations? o What is the distribution location and hours of operation? • Communicate via posters, bulletin boards, matrix boards, newsletters, and fliers.	
External	What needs to be communicated to the donors?	• Determine what needs to be communicated and consider the following: o Parameters for acceptable goods & services (see above) o Activate any previously established donor agreements	

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Section 20: Donations & Volunteer Management	Considerations:	Supporting Tasks:	Resources:
		o Delivery schedule o Donor intent • Establish after-hour contact information and procedures.	
	What needs to be communicated to the general public and how?	• Determine what needs to be communicated and consider the following: o Donated items and services needed o Items and services that are not needed and other entities where these donations can be redirected (e.g. Salvation Army, Goodwill, Humane Society) o Where donations will be accepted and hours of operation o Parameters for acceptable goods & services • Coordinate communication plan with the public affairs/media relations staff.	

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Section 21: Private Sector Coordination	Considerations:	Supporting Tasks:	Resources:
Definition: the coordination of goods and services to support mega-shelter operations provided by the private sector			
General			
	Who will coordinate private sector support of the mega-shelter operations?	• Coordinate with the EOC.	
	What are some of the types of services that may be provided by the private sector?	• Consider the following: o Food and beverage o Transportation o Technology (e.g. data management, satellites, TVs) o Alternative power o Crowd control equipment and services o Security o Housekeeping (e.g. showers, toilets) o Dormitory management o Child care o Mental health and health services o Clothing o Entertainment o Office equipment/supplies	
	What are some of the types of providers that may provide services?	• Consider the following: o Large vendors that provide connectivity and cellular services o Security providers	

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Section 21: Private Sector Coordination	Considerations:	Supporting Tasks:	Resources:
		o City equipment resources o Rental centers o General AV companies o Local Superstores o Local restaurant vendors o Licensed providers for health, mental health, or child care	
	What is the plan to coordinate requests for service providers and for the implementation of services to avoid the duplication of requests?	• Consider using the current incident command structure or developing a separate plan for coordinating service provider requests.	
Planned service providers/solicitations			
	What existing agreements are already in place?	• Determine with the following entities what agreements are already in place: o Facility (e.g. sanitation or security agreements) o Organizations and agencies providing service within the shelter o Food service o Local, State, national EOC • Explore the capabilities of applying these agreements to the mega-sheltering operation. • Determine existing contracts that have exclusive obligations (e.g. food service, security, labor unions).	

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Section 21: Private Sector Coordination	Considerations:	Supporting Tasks:	Resources:
	Who is responsible for the food service agreement?	• Determine entities that have existing contracts and/or capabilities.	
	Who is ultimately responsible for the provisions of each planned service?	• Determine your management hierarchy of authority. • Determine your management responsibilities. Consider the following: o Communication of agreements o Gap identification • Clarify who has financial responsibility before entering into any agreement. • Determine who has liability as a result of the agreement. • Clarify the scope of the agreement.	
	What services can we seek via in-kind donations?	• Coordinate with donations management personnel.	• **SEE DONATIONS AND VOLUNTEER MANAGEMENT, SECTION 20**
	What is the plan for when a service cannot be provided via an existing vendor or in-kind donation?	• Seek alternative solutions. • Coordinate with the incident command structure.	
Unplanned service providers/solicitations			
	What is the screening process for spontaneous service providers?	• Determine the following: o Need for services o Capacity o Availability o Timeline for delivery	• **SEE RECOVERY INFORMATION AND RESIDENT MESSAGING, SECTION 14** • **SEE DONATIONS**

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Section 21: Private Sector Coordination	Considerations:	Supporting Tasks:	Resources:
		o Historical performance of the provider o Legitimacy of the provider • Pre-negotiate terms of the contract (e.g. quantities). • Identify and communicate to all entities who are the unauthorized service providers. • Identify personnel that will manage spontaneous service providers.	**AND VOLUNTEER MANAGEMENT, SECTION 20**
	What is the security plan for unauthorized service providers?	• Determine the allowable level of access to the shelter and its residents.	• **SEE SECURITY AND BUILDING ACCESS CONTROL, SECTION 3**

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Section 22: Laundry Service	Considerations:	Supporting Tasks:	Resources:
Definition: the plan for and management of laundering needs of shelter residents, service providers, staff, and service-seeking clients			
General			
	Who will be responsible for coordinating laundry services for the mega-shelter?	• Determine a POC for laundry services. • Coordinate with the EOC and facility. • Develop and communicate a plan to staff and shelter residents.	
	What is the plan for the allocation of physical space for laundry services?	• Determine the capacity of laundry needs within the shelter and adjust accordingly. • Consider the following services: o Washers and dryers o Folding stations o Supplies o Irons o Dry cleaning • Determine the users and types of items to be laundered (e.g. shelter residents [clothing], staff [uniforms], laundry to support shelter operations [linens], non-resident needs).	
	What is the best method to meet the laundry needs?	• Select a method: o On-site equipment for client use o Pick-up and delivery service/fluff & fold o Transportation to/from laundry facilities	• Disaster laundry portable equipment: o Tide o Southern Baptist Disaster Relief

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Section 22: Laundry Service	Considerations:	Supporting Tasks:	Resources:
	What is the plan for resident access to services?	• Determine the following needs and respective collection areas: o Whites o Darks o Dry cleaning o Stain removers o Folding o Redistribution o Linens o Sheets o Towels • Evaluate resources to determine the best method for residents to gain access to laundry services. • Determine a general schedule of services.	
Resident laundry			
	What is the need for the provision of laundry services for the shelter residents?	• Determine if a need exists and estimate need for services (e.g. volume of laundry/number of residents).	
	What sanitation procedures are established for laundry areas?	• Determine a schedule for the cleaning and sanitation of an area after services have been provided. • Coordinate with the janitorial staff.	• http://www.cdc.gov/od/ohs/biosfty/laundry.htm
	What is the plan for personal identification of laundered goods?	• Determine the plan for personal labeling and redistribution.	

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Section 22: Laundry Service	Considerations:	Supporting Tasks:	Resources:
	What logistical support is needed?	• Determine what equipment and supplies are required for services. o Detergents o Forklifts o Bins o Laundry baskets/bags o Stain removers o Labeling and marking supplies o Power	
Non-resident laundry			
	Who is receiving the service?	• Consider the following: o Medical areas o Staff o Dormitory o Kitchen areas o Service-seeking clients	• **SEE PUBLIC HEALTH, MEDICAL AND MENTAL HEALTH SERVICES, SECTION 8**
	What is the plan for supporting non-resident laundry services?	• Determine if a need exists, and estimate the need for services (e.g. volume of laundry/service). • Coordinate and communicate the schedule, and plan with staff, service providers, and service-seeking clients.	

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Section 23: Client Transportation	Considerations:	Supporting Tasks:	Resources:
Definition: the planning, coordination, and provision of transportation services for shelter residents			
General			
	Who will be responsible for the overall coordination of transportation services for shelter residents?	• Coordinate with the EOC. • Designate a transportation coordinator. o Ensure close contact and information sharing with the overall parking and traffic coordinator.	
	What are the resident needs for transportation?	• Determine potential transportation destinations and services in the community with the shelter manager. Consider the following: o Medical or mental health services that exceed shelter capabilities o Recovery services (e.g. local assistance, disaster recovery center) o Employment o Laundry o Normal programming (e.g. school, after school activities) o Reunification of families o PODs o Pet shelters o Child care o Religious services	

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Section 23: Client Transportation	Considerations:	Supporting Tasks:	Resources:
		o Hospital visitation of family members o Recreational activities o Banks o Post office	
	Who will be supplying vehicles for transportation?	• Identify any prearranged contracts. Consider the following: o Commercial or licensed operators o School bus companies o Faith-based organizations • Explore opportunities with public transportation agencies.	
	Who will be responsible for maintaining vehicles?	• Consider the following responsibilities: o Fuel o Security checks o Routine maintenance o Insurance certificates from vendors	
	When do the residents need to access off-site services?	• Develop a transportation plan to accommodate off-site schedules (e.g. schools, hours of operation of specified services such as hospital visiting hours).	
	How will the transportation plan be shared with the residents?	• Develop a communication plan for the transportation schedule and information to include: o Route schedules/times	

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Section 23: Client Transportation	Considerations:	Supporting Tasks:	Resources:
		o Drop-off & pick-up locations o Accessibility o Ability to be updated/notification of changes to residents • Procure and post signage for drop-off & pick-up locations and for vehicle identification.	
	Who is responsible for securing, insuring, and paying for vehicles?	• Coordinate with the EOC. • Determine the appropriate forms and documentation for record keeping.	
	What will need to be transported that may have space and/or other requirements?	• Consider the following: o Laundry o Medical supplies o Pharmaceutical supplies o Purchases and personal items	
	What is the transportation plan for clients who need functional support?	• Consider the following: o ADA accessible vehicles o Young infants o Special medical vehicles	
	Is there a need for identification of shelter residents to access transportation services?	• Determine if transportation services are restricted to shelter residents. If so, determine an identification system (e.g. wristbands).	
	Is there available public transportation that can accommodate some of the residents' transportation needs?	• Contact the local transportation authority to investigate accommodations for shelter residents. • Determine the requirements (e.g.	

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Section 23: Client Transportation	Considerations:	Supporting Tasks:	Resources:
		shelter identification) and the limitations of services.	
	What is the plan for staging vehicles?	• Determine the following: o Where can vehicles be staged? o What vehicles need to be staged? o How long can vehicles be staged? o Environmental requirements	• **SEE PARKING AND TRAFFIC CONTROL, SECTION 4**
Public health			
	What are the transportation safety standards?	• Consider the following: o DOT regulations o Who can travel together (e.g. pets, persons with allergies, caretakers with those to whom providing care, families)? o Scheduled breaks o Bus/vehicle maintenance	
	What are the procedures for the cleanup of transportation vehicles?	• Consider the following: o Bodily fluid events o Pet waste o General sanitation o Hazmat or unidentified substance	• http://www.cdc.gov/ncidod/dhqp/id_norovirusFS.html
	What procedures are established for identifying and isolating ill passengers?	• Consider the following: o Hyper-cleaning (if an illness is discovered) o Alternate mode of transportation • Coordinate with isolated areas that have been previously identified.	• **SEE PUBLIC HEALTH, MEDICAL AND MENTAL HEALTH SERVICES, SECTION 8**

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Section 24: Postal Service	Considerations:	Supporting Tasks:	Resources:
Definition: the plan for management of incoming and outgoing mail for shelter residents			
General			
	Who will be responsible for the coordination of postal services?	• Determine the POC for postal services. • Coordinate with the EOC. • Communicate the plan effectively with shelter staff and residents.	
	What is the plan for the allocation of physical space for postal services?	• Coordinate with the shelter floor plan and facility staff. • Determine the capacity of postal service needs and adjust accordingly.	
	What is the plan for resident access to postal services?	• Determine the following: o Schedule for postal services o Designated personal inboxes o Location of outgoing mail o Procure/plan appropriate signage. • Consider the following services: o Access to stamps o General office equipment o Metering o Packages o Priority mail	
	How long is the shelter to remain open, and does that length of time warrant resident postal service?	• Determine the estimated shelter operating length. • Consider initiating postal services if shelter operations are to last more than a week.	

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Section 24: Postal Service	Considerations:	Supporting Tasks:	Resources:
	How will resident mail be secured?	• Coordinate with USPS and facility management. • Determine if there is lockable space available. • Ensure staff support.	
Resident mail			
	Is there a need for residents to receive mail at the shelter?	• Determine the current community infrastructure for postal services. • Coordinate with USPS. • Determine contractors or vendors that might provide services, such as: o FedEx, Kinkos o Mail/copy centers	
	What will the resident mailing address be?	• Coordinate with the EOC. o Utilize an address other than the facility's address.	
	What services are needed from USPS?	• Consider the following: o Expedited process for address changes for residents o Delivery and receipt of client mail o Outgoing mail services	
	How will resident mail be distributed?	• Determine if mail is to be distributed by USPS or during shelter meetings. • Coordinate with POC for access times. • Communicate the plan for distribution with residents.	

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STAFFING MATRIX

MSPG Ref:	Function Area	Long-Term / Mega-Shelters A safe congregate care, environmentally protected facility utilized for durations typically not to exceed 2-weeks by populations displaced by an incident or event.				
ConOps #	Per Shift	**Based on 1,000 residents,** **NOTE:** ► Staffing is for 1 shift, daytime hours of shelter's operation. ► Night shift needs supervisory and worker staffing based on activity level and situation.				Staffing levels and scaling factors are guidelines, staffing for each shelter is situation dependent.
		Management Team	**Supervisor**	**Worker**	**Scaling Factor per population**	**Notes:**
	Core					
2	Shelter / Facility Management					► Management staffing is reflective of day shift.
	Shelter Manager	1				1 Shelter Manager I, per facility, with overall responsibility
	Assistant Shelter Manager	1				1 Assistant Shelter Manager per shift
	Executive Assistant			1		1 Administrative support person per facility
1	Client Registration [1]		1	6	1:165, min 1	► Workers include a lead, typically 1 per 9 workers
6	Dormitory Management [1]	1	1	10	1:100, min 1	► Workers include a lead, typically 1 per 9 workers
7	Meal Service Feeding [1]	1	1	9	1:110, min 1	► Staffing is for food serving only, food preparation is not included ► Workers include a lead, typically 1 per 9 workers
8	Mental Health / Crisis Counseling Services	1	1	4	1:250, min 1	► Accredited professional, {reference other documents and requirements of AHJ} ► Workers include a lead
8	Public Health, Medical Health Services		1	5	1:200, min 1	► Accredited professional, {reference other documents and requirements of AHJ} ► Workers include a lead

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STAFFING MATRIX

	Resident Services & Support	1				► Management staffing is for oversight and coordination of Resident Services & Support functions ► Daytime shift only
10	Children's Areas		2	15	1:8 children, average, Min 4	► This staffing ratio is dependent on age of children and their emotional & behavioral needs. ► Other staff may be needed dependent on additional children's areas and services provided. ► Assume 25% of poplulation are children and that no greater than 50%
11	Household Pet Sheltering Coordination		1			► Activity, situation, and length dependent, ► Defer to organization or agency tasked with responsibility
9	Spiritual Care Services		1	1	1:1000, min 1	► Accredited professional
14	Recovery Information and Resident Messaging			1	1:1000, min 1	► Coordinate briefing by incident personnel, access to information
15	Family Reunification		1	1	1:500, min 1	► Probably 1 supervisor (not per shift); coordinate to welfare inquiry, technology systems
12	Entertainment/Recreation				as appropriate	► Duty of dormitory workers, dependent on resources available
22	Laundry Service			1	as appropriate, min 1	► Assume off site service, assisted by dormitory worker
23	Client Transportation		1		as appropriate	► Probably 1 supervisor (overall, not per shift) ► Activity, situation, and length dependent
19	Distribution of Goods			3	1:350, Min 1	► Activity, situation, and length dependent
24	Postal Service				Min 1	► Activity, situation, and length dependent

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STAFFING MATRIX

	Facility / Logistics Support	1				► Management staffing is for oversight and coordination of Facility / Logistical Support functions; ► Daytime shift only
16	Janitorial Services / Waste - Sanitation Management		1	4	1:200, min 1	► Workers include a lead, typically 1 per 9 workers
18	Logistical Support (Supplies)/Dock Management		1	2	1:500, min 2	► This staffing only supports the dock at venue
3	Security and Building Access Control		1	10	1:100	► Security staffing is a combination of building security, crowd management, and Law enforcement ► Security needs to include, door guard, admission etc. A review of facility, resident demographics, and operations is necessary to determine appropriate staff
13	Information Technology		1	1	as appropriate, min 1	► Probably 1 supervisor (overall, not per shift) ► Hardware, software, telephone com, cell phone ► Workers and support services staffed on an on-call or as needed basis
17	Building Maintenance and Engineering (Large Facilities)			1	Min 1	► Facility size and system dependent
5	Public Information/Public Affairs/Media Relations				as appropriate, probably 1 at startup	► By Manager on Duty (MOD) ► Activity and situation dependent
4	Parking and Traffic Control			1	as appropriate, min 1	► Law enforcement or staff support through EOC, ► Facility size and traffic flow dependent
20	Donations & Volunteer Management			1	as appropriate, min 1	► Responsibility typically tasked to local agency for oversight and coordination ► Probably 1 lead worker (not per shift) on site ► Activity and situation dependent
21	Private Sector Coordination				as appropriate	► By MOD, activity and situation dependent
	Totals,	7	15	78		Daytime shift, all functions

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STAFFING MATRIX

Color Codes and Notes:

- Shelter Management Team
- Core Shelter Worker Team; worker and/or leads can be local personnel or brought in
- Shelter staff or support service/agency resources, usually available locally
- Building staff or support service; available locally, in most situations
- Support function not active for this shelter type
- Management by Shelter / Facility Manager on Duty

Note [1] Interchangeable workers for Shelter Dormitory, Registration and Feeding services--don't need totally separate crews, just leadership s

Assumption:

1 For 24 hour operation requires two 12 hour shifts - per 1000 person occupancy reference

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Summary

This *Mega-Shelter Planning Guide* is a living document and it is assumed by the editors and contributors that there will be changes over time. The experience and body of knowledge regarding mega-sheltering is relatively small and is forever growing. As the response to each emergency is deployed, there will be new and different complexities and challenges, new lessons learned and knowledge gained, and lives saved or protected. To provide better service for the next situation, share this knowledge and experience with others by collecting and recording information, experiences, expenses, and decisions that help people.

Fundamentally important to the mega-sheltering process is planning. The act of planning makes the mega-shelter manager, venue management team, Mega-Shelter Planning Task Force, and the community more prepared. Without planning, your ability to deliver effective and quality services that support persons in need during incidents and crises will be less than people deserve.

This *Mega-Shelter Planning Guide* is written based on the United States and Federal Emergency Management Agencies (FEMA) processes, as this is the experience and knowledge of the guide's editors and contributors. Recognize that the planning processes, guidance, and service delivery concepts are universal and readily adaptable.

Mega-sheltering is a part of the mass care system. It is as much a humanitarian effort as is it is a venue and service operation in times of emergency. People are important! Mega-sheltering embraces this principle and seeks to provide shelter, services, community, and quality of life to those impacted by disaster. Always serve and treat people as you would want to be served and treated.

Know your partners. Mega-shelter operations require a multi-agency approach. In most instances, no agency, organization, company, or government agency has the ability to single-handedly open and effectively operate a mega-shelter. Work together as a community in response to the challenges and needs of those displaced. Adapt or scale the Concept of Operations to your situation, facilities, service organizations, host communities, and most of all, the people affected.

Read the entire *Mega-Shelter Planning Guide*. Think humanitarian service. Plan wisely. Help people!

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Appendices

A. Acronyms and Abbreviations
B. Glossary
C. References
D. Mega-Shelter Practices and Indicators
E. Mega-Sheltering Framework
F. Recommend Training Courses
G. Samples and Examples

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Appendix A

Acronyms and Abbreviations

2-1-1 – Information & referral call centers
ACT – Assertive Community Treatment Teams
ADA – Americans with Disabilities Act
ADL – Activities of Daily Living
AED – Automated External Defibrillator
APHIS – Animal and Plant Health Inspection Service
ARC – American Red Cross
ASL – American Sign Language
AVMA – American Veterinary Medical Association
CBO – Community-Based Organization
CBRNE – Chemical, Biological, Radiological, and Nuclear Explosive
CDC – Center for Disease Control
CPS – Children's Protective Services
CSTE – Council of State and Territorial Epidemiologists
DEA – Drug Enforcement Agency
DHS – Department of Homeland Security
DMAT – Disaster Medical Assistance Teams
DOJ – United States Department of Justice
ESF – Emergency Support Function
EMA – Emergency Management Agency
EMAC – Emergency Management Assistance Compact
EOC – Emergency Operations Center
EPAP – Emergency Prescription Assistance Program
ESAR-VHP – Emergency System for Advanced Registration of Volunteer Health Professionals
ESF #6 – Emergency Support Function #6: Mass Care, Emergency Assistance, Housing, and Human Services FBI – Federal Bureau of Investigation
FEMA- Federal Emergency Management Agency
FMS – Federal Medical Station
HHS – Health & Human Services
HIPAA – Health Insurance Portability & Accountability Act of 1996 Privacy Rule
HVAC – Heating, Ventilation, and Air Conditioning
IAVM – International Association of Venue Managers
ICS – Incident command system
JFO – Joint Field Office
LEP – Limited English Proficiency
MOU – Memorandum of Understanding
NACCRRA – The National Association of Child Care Resource and Referral Agencies
NARSC – National Animal Rescue and Sheltering Coalition
NASAAEP – National Alliance of State Animal and Agricultural Emergency Programs
NCCD – National Commission on Children and Disasters
NCMEC – National Center for Missing & Exploited Children
NECLC – National Emergency Child Locator Center
NEFRLS – National Emergency Family Registry and Locator System

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NFPA – National Fire Protection Association
NGO – Non-governmental organization
NIMS – National Incident Management System
NMETS – National Mass Evacuation Tracking System
NRF – National Response Framework
NSS – National Shelter System
NVOAD – National Voluntary Organizations Active in Disaster
OSHA – Occupational Safety and Health Administration
PA – Public address
PNP – Private, non-profit
POC – Point of contact
POD – Point of distribution
PPE – Personal protective equipment
TPFDL – Time-Phased Force and Deployment List
USACE – United Sates Army Corps of Engineers
USDA – United States Department of Agriculture
USIS – United States Investigations Services
USPS – United States Postal Services
VMA – Veterinary Medical Associations
VOAD – Voluntary Organizations Active in Disaster

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Appendix B
Glossary

Accessibility: A site, building, facility, or portion thereof that complies with the *ADA Accessibility Guidelines for Building and Facilities (Code of Federal Regulations 28 CFR Part 36)*.

Agency: A division of government with a specific function offering a particular kind of assistance.

Assets: A useful and valuable person or thing. Assets include all people, equipment, facilities, information, and activities or functions that one must protect, secure, and/or provide services for.

Assistive technology: Any item, piece of equipment, or system, whether acquired commercially, modified, or customized, that is commonly used to increase, maintain, or improve functional capabilities of individuals with disabilities. Assistive technology is used by individuals with disabilities in order to perform functions that might otherwise be difficult or impossible. Assistive technology can include mobility devices such as walkers and wheelchairs, as well as hardware, software, and peripherals that assist people with disabilities in accessing computers or other information technologies. For example, people who are blind may use software that reads text on the screen in a computer-generated voice or people who are deaf may use a TTY (text telephone).

Chain of command: A series of command, control, executive, or management positions in hierarchical order of authority.

Concept of Operations: Concept of Operations is the foundation behind the development of an operational plan. ConOps not only provide the overall framework of a functioning mega-shelter operation, but also provide a method with which to document the fundamentals utilized during the planning process. ConOps contribute to the development of successful joint response with all entities of mega-shelter operations.

Considerations: In ConOps, a series of questions designed to focus the user on a required planning function.

Command Center: A physical location within the mega-shelter that which the coordination of major functioning entities and disciplines are located during mega-shelter operations. The Command Center maintains the day-to-day operation of the shelter as a whole. This location will ultimately report or request services from the Emergency Operations Center.

Community organizations: Non-governmental organizations that form to offer assistance during disasters.

Critical Incident Stress Management (CISM): A group or private session that is designed to resolve some of the personal trauma or stress that result from working during a disaster.

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The sessions assist staff and volunteers with returning to their daily routine more quickly and without lasting trauma.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. A mega-shelter may not be the only management task during an incident. Therefore, the EOC will serve as the functions central location for all related responses to a disaster.

Faith-based organizations: An established non-governmental organization that volunteers or participates in a supporting role during mega-shelter operations.

Functional needs support service: Services that enable children and adults to maintain their usual level of independence in a general population shelter. FNSS includes reasonable modifications to policies, practices and procedures, durable medical equipment (DME), consumable medical supplies (CMS), personal assistance services (PAS) and other goods and services as needed. Children and adults requiring FNSS may have physical, sensory, mental health, cognitive and/or intellectual disabilities affecting their ability to function independently without assistance. Others who may benefit from FNSS include women in late stages of pregnancy, elders, and those needing bariatric equipment.

Gap analysis: Utilized during the readiness phase, a gap analysis indicates one's shortfalls. The information will determine corrective or preventative actions that are necessary to establish the optimal mega-shelter operational plan.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Household pet: A domesticated animal, such as a dog, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.

Incident: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Local government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments, regional or interstate government entity, or agency or instrumentality of a local government; an Indian

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tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Major disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Mega-Shelter Operations Plan: The documented overall plan developed to assist all entities during mega-shelter operations. Persons referring to the plan will understand roles, responsibilities, and resources available.

Mega-Shelter Planning Task Force: A formation of a group of specialists, officials, and field experts that represent the primary stakeholders during mega-shelter planning and operations. The Mega-Shelter Planning Task Force is directly responsible for the development, implementation, and maintenance of the operational plan.

Memorandum of Understanding: A document that describes an agreement between parties. It expresses the understood responsibilities and relationships of parties working in a mega-shelter. Although in most cases it does not imply a legal agreement, it is a formal alternative to a verbal understanding.

Multi-Agency Feeding Plan Template: A template that provides suggested guidance and procedures for a jurisdiction to consider in the development of a multi-agency feeding plan and a coordinating group (the Feeding Task Force [FTF]) that supports feeding assistance in advance of, during, and after a disaster throughout the impact area(s) of the State.

National Incident Management System: A system mandated by Homeland Security Presidential Directive-5 (HSPD-5) that provides a consistent nationwide approach for Federal, State, local, and tribal governments, the private-sector, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology.

Non-governmental organization (NGO): An entity with an association that is based on the interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

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Personal dormitory space: The space that a person requires to comfortably locate a cot and personal items while not encroaching on other residents' spatial requirements. A minimum space of 40 square feet (60 square feet preferred) per person, exclusive of aisles and support services, which shelter residents may utilize when sleeping and resting. (Conceptual Shelter Layout spacing is 5 feet by 8 feet.)

Planning: The ongoing process of assessment, evaluation, and preparation to ensure the necessary authorities, organizations, resources, coordination, and operating procedures exist to provide effective mega-sheltering services.

Preparedness: That which we do to put in place proper conditions for readiness. The ongoing process of identifying, obtaining, developing, managing, and maintaining the human and material resources and the community relationships necessary to open and operate a mega-shelter.

Point of Contact (POC): The individual during any operational shift who has and maintains the responsibility and authority for the group or entity that he/she represents.

Point of Distribution (POD): Facility or area where emergency supplies and commodities are distributed to the public.

Readiness: The process of evaluating your overall plan, conditions, processes, and capabilities to respond quickly and efficiently.

Recovery: The process or actions performed after closing the mega-shelter.

Resources: In ConOps, a suggested list of resources provided to the user that are linked to the original consideration.

Response: The process of initiating and sustaining a mega-shelter.

Risk formula: One's risk is determined by multiplying vulnerabilities by threats by consequences. The numeric rankings are determined by the Mega-Shelter Planning Task Force during the mega-shelter assessment process.

Safe and Well: The American Red Cross' website that enables people within a disaster area to let their families and friends outside of the affected region know that they are all right. Clients register on Safe and Well by going to http://redcross.org/safeandwell. Red Cross call agents at 1-866-GET-INFO will register individuals without computers or connectivity.

Service animals: Any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. (Dept. of Justice, American with Disabilities Act (ADA), 42 USC 1201 et. Seq., implementing regulations at 28 CFR Sec 36.104)

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ServSafe: A food safety training and assessment program that covers five key areas: basic food safety; personal hygiene; cross-contamination and allergens; time and temperature; and cleaning and sanitation.

Span of control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5). (As defined by the *National Response Framework*)

Special needs populations: Those whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation disadvantaged. (As defined by the *National Response Framework*)

Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended. This Act describes the programs and processes by which the Federal Government provides disaster and emergency assistance to State and local governments, tribal nations, eligible private non-profit organizations, and individuals affected by a declared major disaster or emergency. The Stafford Act covers all hazards, including natural disasters and terrorist events. (As defined by the *National Response Framework*)

Staging area: Area used for the logistical staging of emergency supplies, commodities, equipment or staff. In a mega-shelter there may be staging areas within the shelter.

Standard operating procedure (SOP): Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

Supporting Tasks: In ConOps, a more detailed grouping of information related to a specific consideration that provides support to the user when developing answers to the questions provided.

Temporary respite care: Provides temporary relief for children, parents, guardians or caregivers. It is a secure, supervised, and supportive play experience for children in a Disaster Recovery Center, assistance center, shelter or other service delivery site. When placing their child or children in this area, parents, guardians, and caregivers are required to stay on-site in the disaster recovery center, assistance center, or shelter or designate a person to be responsible for their child or children, who shall also be required to stay on-site.

Threat: An indication of possible violence, harm, or danger.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as

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eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

TPFDL: A Time-Phased Force and Deployment List created and maintained by the Mega-Shelter Planning Task Force, and utilized by those preparing for and operating the mega-shelter. Prior to a disaster, a Time-Phased Force and Deployment list (TPFDL) is developed by the Mega-Shelter Planning Task Force and initiated by the local, county, parish, tribal, or State government official to facilitate the deployment of resources when disaster strikes. Each Mega-Shelter Planning Task Force member is responsible for compiling, submitting, and updating information for inclusion in the TPFDL.

Unified command: For a mega-shelter, representatives from the agencies, jurisdictions, and service providers share the responsibility for the overall management of the mega-shelter from a single Command Center.

Volunteers Organizations Active in Disaster: Non-profit organizations that respond to disaster as part of the organizations' overall mission. Members share resources, responsibilities, and information during a disaster to provide quality disaster assistance.

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APPENDIX C

References

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Alcoholics Anonymous (AA) website	http://www.aa.org/lang/en/subpage.cfm?page=1
American Humane Association	http://www.americanhumane.org/
American Red Cross	http://www.redcross.org
American Red Cross - Safe and Well	https://disastersafe.redcross.org/
American Society for the Prevention of Cruelty to Animals (ASPCA)	http://www.aspca.org/
Animal and Plant Health Inspection Service (APHIS)	http://www.aphis.usda.gov/
Best Friends Animal Society	http://www.bestfriends.org/
Best Practice - Shelter Operations: Pet-Friendly Shelters	http://www.ready.gov/america/_downloads/toolkit_pets/FEMAPetShelteringbestpractices2007.pdf
Caring for Our Children: National Health and Safety Performance Standards	http://nrc.uchsc.edu/CFOC/index.html
Centers For Disease Control (CDC) & HUD: Healthy Housing Reference Manual	http://www.cdc.gov/nceh/publications/books/housing/housing.htm
CDC - Disaster-related Morbidity Surveillance Form	http://www.bt.cdc.gov/disasters/surveillance/pdf/disaster-mortality-form.pdf?
CDC - Emergency Preparedness & Response	http://emergency.cdc.gov/
CDC - Environmental Health Services (EHS) - Shelters	http://www.cdc.gov/nceh/ehs/ETP/shelter.htm
CDC Guidance for Emergency Shelters for the 2009–2010 Flu Season	http://www.cdc.gov/h1n1flu/guidance/emergencyshelters.htm http://www.flu.gov/professional/community/emergencyshelters.html
CDC - Norovirus in Healthcare Facilities Fact Sheet	http://www.cdc.gov/ncidod/dhqp/id_norovirusFS.html
CDC - Public Health Assessment and Surveillance after a Disaster	http://www.bt.cdc.gov/disasters/surveillance/
CDC Shelter Assessment Tool	http://www.bt.cdc.gov/shelterassessment/
Code 3 Associates	http://www.code3associates.org/
Corporation for National and Community Services - State and/or FEMA volunteer reception center processes	www.serve.gov

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EPA	http://epa.gov
FEMA Acronyms Abbreviations and Terms (FAAT)	http://www.fema.gov/plan/prepare/faat
FEMA - Comprehensive Preparedness Guide 101	http://www.fema.gov/about/divisions/cpg.shtm
FEMA - Eligible Costs Related to Evacuation and Sheltering	http://www.fema.gov/government/grant/pa/9523_15.shtm
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FEMA - Host-State Evacuation and Sheltering Reimbursement	http://www.fema.gov/government/grant/pa/9523_18.shtm
FEMA - ICS Form 213	http://training.fema.gov/EMIWeb/IS/ICSResource/ICSResCntr_Forms.htm
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FEMA - ICS Resource Center	http://training.fema.gov/EMIWeb/IS/ICSResource/ICSResCntr_Forms.htm
FEMA - IS-630 Introduction to the Public Assistance Process	http://training.fema.gov/EMIWeb/IS/is630.asp
FEMA - National Disaster Housing Strategy Resource Center	http://www.fema.gov/emergency/disasterhousing/national_task_force.htm
FEMA - National Emergency Family Registry And Locator System (NEFRLS)	http://www.fema.gov/media/fact_sheets/nefrls.shtm
FEMA - National Response Framework (NRF) Resource Center	http://www.fema.gov/emergency/nrf/mainindex.htm
FEMA - Private Non-profit (PNP) Facility Eligibility	http://www.fema.gov/government/grant/pa/9521_3.shtm
FEMA - Public Assistance Guide	http://www.fema.gov/government/grant/pa/pag07_t.shtm
FEMA - Reference Guide for Accommodating Persons with Disabilities in the Provision of Disaster Mass Care, Housing, and Human Services	http://www.fema.gov/oer/reference/index.shtm
Guidelines for Laundry in Health Care Facilities	http://www.cdc.gov/od/ohs/biosfty/laundry.htm
Guidelines for Out-of-Home Child Care, 2nd Edition	http://nrc.uchsc.edu/CFOC/index.html
HHS/American Red Cross - Initial Intake and Assessment Tool	http://www.acf.hhs.gov/ohsepr/snp/docs/disaster_shelter_initial_i

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	ntake_tool.pdf
HHS - Health Information Privacy Act (HIPAA)	http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html
Infant and Young Child Feeding in Emergencies: Operational Guidance for Emergency Relief Staff and Programme Managers	http://www.ennonline.net/pool/files/ife/ops-guidance-2-1-english-010307.pdf
International Association of Venue Managers	http://www.IAVM.org
International Fund for Animal Welfare (IFAW)	http://www.ifaw.org/splash.php
Keeping Children Safe - A Policy Agency for Day Care in Emergencies	http://www.naccrra.org/disaster/docs/Disaster_Report.pdf
March of Dimes - Disaster Planning - Meeting the Special Needs of Pregnant Women & Infants - 6 Key Elements for Every Disaster Plan	http://www.doh.state.fl.us/family/mch/disasterpreparedness/MODdisaster.pdf
NACCRRA - Helping Families and Children Cope With Traumatic Events	http://www.naccrra.org/for_parents/traumatic-events/
National Animal Control Association (NACA) National Office	http://www.nacanet.org/
National Child Care Information and Technical Assistance Center - State Contacts	http://NCCIC.acf.hhs.gov/statedata/dirs/index.cfm
National Communications System	www.ncs.gov
National Commission on Children and Disasters, Disaster Shelter Supply List	http://www.iavm.org/CVMS/mega_sheltering.asp
National Sanitation Foundation	NSF.org
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NIMS Mass Care Sheltering Guidance Aid	http://www.iavm.org/CVMS/mega_sheltering.asp
North Carolina Public Health Preparedness and Response: Disaster Surveillance	http://www.epi.state.nc.us/epi/phpr/disaster.html
NVOAD	www.nvoad.org
NVOAD Multi Agency Feeding Plan Template	http://www.nvoad.org/Portals/0/Documents/Mass%20Care/Final%20Multi-Agency%20Feeding%20Plan%20Template%20April%2019%202010.pdf
NVOAD Disaster Spiritual Care Points of Consensus	http://www.nvoad.org/Portals/0/ESCC-SC-POC%20Final-weblayout.pdf
Pew Internet and American Life Project	http://pewinternet.org/

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Section 508 Compliance	http://www.section508.gov/
ServSafe®	http://www.servsafe.com/
Society of Animal Welfare Administrators (SAWA)	http://www.sawanetwork.org/
State Emergency Planning and Preparedness Recommendations for Maternal and Child Health Populations	http://www.amchp.org/PUBLICATIONS/EMERGENCYPREPAREDNESS/Pages/StateEmergencyPlanningandPreparednessRecommendationsforMaternalandChildHealthPopulations.aspx
Substance Abuse and Mental Health Services Administration (SAMHSA)	http://www.samhsa.gov/
Texas Department of State Health Services - Public Health Surveillance Tools	http://www.dshs.state.tx.us/comprep/surveillance/default.shtm
The Humane Society of the United States (HSUS)	http://www.hsus.org/
The Sphere Project - Humanitarian Charter and Minimum Standards in Disaster Response	http://www.sphereproject.org/content/view/27/84
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U.S. Department of Health and Human Services - Digital Access to Medication (D-ATM)	http://datm.samhsa.gov/overview.htm
U.S. Department of Justice (DOJ) - ADA Checklist for Emergency Shelters	http://www.ada.gov/pcatoolkit/chap7shelterchk.htm
WHO: Environmental Health in Emergencies & Disasters	http://www.who.int/water_sanitation_health/hygiene/emergencies/en/
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APPENDIX D
Mega-Shelter Practices and Indicators

Purpose

In certain disasters, the scale and scope of the event require larger sheltering operations and a wider range of multi-agency service provisions than can be accommodated in a standard sheltering facility. Operating a mega-shelter may be the best available option given the magnitude of needs of the affected population.

The defining characteristics of mega-sheltering are:

- Multi-agency coordination and management with a unified command system activated by government;
- Large, non-conventional sheltering facility—often those generally used for public assembly such as an arena, convention center, or stadium;
- Accommodation of clients with longer-term needs beyond evacuation sheltering.

The purpose of this section of the document is to provide benchmarks for organizations and common goals for service delivery. The standards and indicators defined below were developed in coordination with experienced practitioners from a wide range of organizations. This information is meant to be used as a tool and to provide general guidance to organizations in the provision of services and should not prevent an organization from providing services.

Services

A mega-shelter operation will provide a wide range of services from multiple governmental and non-governmental agencies and organizations at the local, State, and Federal level. These services will extend beyond the immediate needs of the mass care activities of sheltering, feeding, and bulk distribution and may include client casework, medical and mental health services, social services, and recovery assistance. Other support services may also be needed to maintain the daily routines of the residents and may include services like laundry, postal services, and recreational activities.

Services provided by the agencies and organizations working within the mega-shelter will be coordinated with facility management under a unified command system to ensure a seamless operation and to limit redundancy and duplication between the partnering groups. Mega-shelters should be opened under the administration of either local or State government because running these large shelter facilities requires the coordination and cooperation of multiple local and State agencies including those of law enforcement, public health, social and human services, food service, and facility

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management. These governmental agencies can run unified command systems and suggest specific tasks, appropriate to the various agencies, vendors, and organizations (including the venue) that contribute to the overall mission.

For effective mega-shelter planning within a community, it is crucial that venue management and the various stakeholders determine the operational structure, table of organization, and roles and responsibilities for the shelters prior to a disaster incident. Standards and indicators regarding site management, food service, shelter resident privacy and confidentiality, media relations, and other details must also be addressed in the planning stages. All involved agencies must be included in the planning of mega-shelters so that all identified parties understand their roles and responsibilities and those of the other agencies.

General Principles:

Mega-shelters provide a safe place for individuals and families affected by a disaster and may offer, among other things, food, snacks, beverages, cots, blankets, sanitation facilities, medical and mental health services, information on recovery efforts, and facilitation in transitioning out of the mega-shelter environment.

They maintain cleanliness and sanitation.

They provide safe and nutritious food.

Mega-shelters must make reasonable accommodations for those with disabilities, including veterinary and dietary support for service animals.
Mega-sheltering staff members abide by principles of confidentiality.

Mega-shelters strive to be safe, secure spaces. Mega-shelter facility management takes active measures to ensure the safety of those being assisted.

Mega-shelters strive to protect the family unit by keeping family members together. Children are sheltered together with their families or caregivers.

Under most circumstances a parent, guardian, or caregiver is expected to be the primary resource for their children, age 18 and younger. In cases where parents or guardians are not with their children, local law enforcement personnel must be contacted to assist with reunification. In many cases, local law enforcement will also contact local child protective/child welfare services for their expertise.

Mega-shelters strive to accommodate the varying cultural and faith-based requirements of the residents. Such requirements could include a variation in sleeping, eating, and living spaces, providing spaces to meet and honor spiritual needs, and in rendering medical or mental health services.

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Service animals are permitted in mega-shelters.

The privacy of shelter residents is respected. Any personal information is kept secure and access is limited to those staff members who need information to provide service. Only information that is required for the delivery of a service should be collected to protect the client.

Children should be provided with a designated safe area for them to play and interact. This area should be staffed with trained, background-checked personnel and children should always be supervised directly by their parent or guardian.

Considerations and accommodations for the safety and security of the families of mega-sheltering staff should be made when facilities are operating and staff primarily resides within the disaster-affected area.

Space and Layout:

Providing a safe and secure environment, particularly in the dormitory areas, is a priority in a mega-sheltering environment. Dormitory areas provide temporary housing for people displaced by disaster. Dormitory space should be reserved for sleeping only and considerations for single men, single women, families, children, the elderly, and people with disabilities should be made. Communal and social areas should also be provided in a shelter environment and may include places to receive meals or gather information. These areas should be separated from the dormitory areas.

For total space planning purposes, allocate 60 to 80 square feet of space per person for dormitory areas (this allows for approximately 40 square feet per of personal space) and 100–120 + square feet of space per person for medical dormitory areas in mega-shelters.

Sufficient space should be allocated for designated support service areas which may include, but are not limited to, the following: administrative support, resident services, medical, staff sheltering, food services, restrooms and showers, and storage.

When possible, considerations in dormitory space and layout should be made to accommodate individuals who may have different needs, such as families, the elderly, or those requiring medical, service animals, or functional accommodations.

Given the potential scale and scope of a mega-sheltering operation, it is necessary to draft a floor plan with “addresses” within the dormitory space. This will allow facility management and other service agencies operating within the

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mega-shelter to locate residents regarding services, referrals, or other informational needs.

Strategic considerations for arrangement of space should include distances and accessibility issues that can arise given the size and scope of the mega-shelter environment and the size of the population.

> Distances to toilets, showers, lavatories, and hand-washing stations should not be so great as to be prohibit access to those who may have functional or medical needs, or other accessibility concerns. Areas should be clearly marked and identified to the shelter residents.

Every effort is made to set aside space for family interaction. This space is free from outside news sources thereby reducing a child's repeated exposure to coverage of the disaster. If age-appropriate toys are available they will be in this space, with play supervised by parents, guardians, or caregivers. Family areas should have direct access to bathrooms. Age-appropriate bedding, including folding, portable cribs or playpens should be made available.

A safe space for breast-feeding women is provided so they may have privacy and a sense of security and support (this can include a curtained off area or providing blankets for privacy).

Toilets:
Toilets are provided at a number that prevents excessive wait times. In addition, sanitation and health considerations must be made to ensure that the facilities are fit for use. Supplement existing facilities with portable units as necessary. Portable units should be placed within the facility layout in a manner that considers those who may have accessibility issues and/or medical and functional needs.

> Separate facilities should be made available for each gender and should be well lit to ensure security.
>
> On average, one toilet for every 20 persons will meet the needs of the mega-shelter population. Consideration should be given to calculating restroom needs for women separately from men because of the additional need for toilets.

Hand washing and lavatories:
Adequate hand-washing stations must be available to meet the health and sanitations needs of the mega-shelter population. Hand-washing stations should be located with: restrooms, food preparation areas, dining areas, child respite areas, clinical/medical areas, and isolation areas, if applicable. Hand-washing stations should be equipped with anti-bacterial soap, disposable towels and

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warm water if possible. Supplement existing facilities with portable units as necessary and place them within the facility layout in a manner that considers those who may have accessibility issues and/or medical and functional needs.

If hand-washing stations are connected to shower or toilet facilities, separate stations should be made available for each gender and should be well lit to ensure security.

On average, one hand-washing lavatory for every 20 persons will meet the needs of the mega-shelter population.

Showers/bathing:
Each mega-shelter resident should have an opportunity to have a 15-minute shower once per day. Adequate facilities should be maintained to meet the demand. If showers are not available, provide transportation to another facility on a regular basis or supplement existing facilities with portable units as necessary and should be placed within the facility layout in a manner that considers those who may have accessibility issues and/or medical and functional needs.

Separate facilities should be made available for each gender and should be well lit to ensure security.

Privacy allowances (e.g. shower curtains) should be considered allowing individuals to maintain dignity.

An approximate ration of one shower for every 25 persons will meet this need. More showers should be allotted for women than for men.

Basins and supplies for bathing infants are provided as soon as possible after needs are identified.

Laundry:
In extended mega-sheltering situations, laundry services should be made available to residents through on-site or off-site facilities. Laundry facilities should also be available in numbers sufficient to accommodate the needs of those agencies also requiring laundry services, such as the washing of dormitory blankets.

Building Maintenance and Engineering:

Mega-shelter facilities must be in compliance with public law relative to serving persons with disabilities.

Accommodations for persons with disabilities, those with health or mental health conditions, and for children and the elderly, are made whenever possible. Other

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resources should be identified to accommodate individuals who require additional assistance.

Availability of an alternative power supply capable of running facility components, including light and sound systems, cooking facilities, and necessary medical equipment is recommended to ensure the safety and security of the mega-shelter.

Additional considerations of structural integrity, location, parking and back up energy supply should always be made when selecting a mega-shelter facility to be used during a disaster.

Mega-shelter management has pre-established evacuation plans and is prepared to execute them if the need arises. A contingency plan is established in the event of a loss of electrical power, loss of potable water, or loss of plumbing.

Transitioning and Recovery:

Considerations as to the transition of shelter residents to more permanent housing are made at the onset of the mega-sheltering operation.

Advanced closing notification is required. It is appropriate to give notice at least 48 hours prior to closure.

Requirements for the transition of the facility from a mega-shelter back to its general purpose should be considered at the onset of the mega-shelter's operation.

Medical Services:

Designated space for medical sheltering should be considered within the mega-shelter environment. Allocate 100–120 square feet of usable space per person for post-disaster infirmary areas.

Toilets and lavatories for designated medical and isolation areas with bed-ridden persons should be calculated at a ratio of one to every ten persons.

Hand-washing stations should be provided in patient examination and care areas.

Medical isolation areas should also be designated away from the general mega-shelter population and communal areas in order to prevent the spread of communicable diseases and ensure the privacy of those persons being treated. Infection control measures should be established as necessary for those entering and leaving isolation areas (e.g. hand washing, gowning, respiratory protection).

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Procedures should be established to ensure that medical services delivered by multiple service providers within the mega-shelter are appropriate and complementary. Unified command structures should ensure that cross-agency communication and information sharing is established to ensure that medical services provided are not duplicated.

Procedures should be established for disease surveillance within the mega-shelter environment by health authorities. A log book to track medical complaints of contagions or communicable diseases should be established.

Maintenance of hospital quality hygiene and sanitation of medical areas is required. The Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) protocols for medical cleaning and medical waste disposal should be maintained at all times while the facility is open and medical services are being rendered to ensure the safety and health of the shelter population and staff.

Medical spaces should be clearly marked to indicate the procedures for receiving services, and the rights and responsibilities of those being served. Areas that are off limits should be clearly marked and appropriate security and monitoring should be provided to ensure the safety of all persons and equipment.

When a client enters a mega-shelter, an initial intake process is used to determine if there are acute emergency medical needs or if special accommodations or referrals are required.

Hygiene and Sanitation:

A hygienic environment is promoted throughout the mega-shelter.

All mega-sheltering areas should follow hyper-cleaning procedures to prevent the spread of infectious diseases. Custodial and janitorial staffs are critical in the maintenance of these standards and in ensuring the health of mega-shelter residents and staff. All custodial and/or janitorial staff should be trained in effective hyper-cleaning techniques and know how to properly use anti-microbial and disinfecting agents.

Hyper-cleaning requires the use of anti-microbial cleaning agents be used to disinfect all dining, toilet, shower, hand-washing, and lavatory facilities at least once every two hours in a continual 24 hour period, for the duration that the shelter is open to ensure cleanliness and minimize the spread of communicable diseases in the mega-shelter environment.

Cleaning crews should perform the other normal and customary restroom cleaning normally done by facility staff in addition to the hyper-cleaning techniques throughout the 24 hour cycle.

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Cleaning crews should clean the following surfaces using the hyper-cleaning techniques 12 times per day, even when they appear to be clean, while the mega-shelter is in operation:

- Partitions
- Doors and door knobs
- Counters and face bowls
- Floors, including around and in back of toilets and urinals
- Trash cans inside and out each time the liner is changed
- Complete cleaning of urinals and toilets, inside and out
- Diaper changing stations
- Hand towel surfaces
- Faucets
- Shower stalls, knobs, curtains and/or doors

Custodial staff should also be monitoring shower facilities for dirty towels, excess water spills, and other hygiene and safety issues regularly.

Custodial and janitorial staff should be trained in how to protect themselves while handling trash, hazardous waste, chemical or bodily fluid spills, and medical waste. Appropriate equipment should be provided to custodial and janitorial staff, and they should be properly trained in their use.

Cleaning crews should be scheduled at a sufficient number to be able to follow the two-hour hyper-cleaning rotation for the length of the mega-sheltering operation. Appropriate checks should be made to ensure that the work is being completed as required.

Some mega-shelter areas require cleaning and sanitation at a minimum of once a day to limit the spread of contagions and communicable diseases. These include, but are not limited to, the following:

- Handrails, including escalators
- Water fountains
- Public telephones
- Walls, up to eight feet high
- Resident living areas
- Children's respite areas
- Photocopier control panels
- Computer keyboards
- Floors and steps
- Exterior sidewalks near the facility

Waste:
Considerations for sewage and other waste should be made.

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Disposal systems should be able to process at least 1.5 gallons of human waste per person per day.

Storage and removal of solid waste in the amount of 5 lbs per person per day should be estimated.

Considerations for medical waste should be made and processes established for the safe disposal of medical waste. This should include the availability of the appropriate number of sharps containers and signage which clearly marks medical waste disposal areas. CDC and OSHA guidelines for hospital medical waste disposal should be followed at all times while medical services are being rendered and the mega-shelter facility is open. Storage and removal of medical waste will vary depending upon the type of disaster and needs of the mega-shelter population.

Appropriate waste receptacles should be provided for feminine hygiene waste and other non-flushable toiletry items.

Waste receptacles should be adequate to allow for proper collection and emptied every two hours during activity hours to prevent overflow and the spread of contagions. A minimum of one 50-gallon container with lid and eight plastic bags for every 25 persons per day is recommended. Use recycling stations to reduce waste loads and supplement waste receptacle capacity.

Depending upon the type of disaster, persons entering the shelter may be contaminated by environmental or other pollutants. Measures should be taken to properly collect and dispose of any contaminated clothing. Temporary or replacement garments should be made available.

Spills involving blood should be cleaned by appropriate personnel who have specialized training in the safe disposal of bio-hazardous waste. Basic training may be provided to staff in appropriate safe-cleanup techniques of bio-hazardous materials where appropriate.

Babies and small children have particular needs in a mega-sheltering environment. Considerations should be made regarding designated diapering areas, bottle washing, waste disposal, and hyper-cleaning of these areas.

Staffing:

All mega-sheltering staff should have received training and possess appropriate qualifications to perform their tasks.

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Mega-shelter facility management and staff will follow a unified incident command system that will include the multiple agencies and organizations offering services within the mega-sheltering environment.

Appropriate span of control ratios should be incorporated into the staffing structure and unified command system. Typically, a ratio of one manager to nine subordinates is appropriate. It is recommended this same ratio be applied for supervisors to lead workers and for lead workers to workers (staff).
Clearly defined reporting structures should be identified as soon as possible and each agency within the mega-sheltering environment should be made aware of the appropriate chain of command within the unified command system.

Generally, the management team will be relatively constant for any size of mega-shelter. The supervisory staff will vary based on the span of control recommended above, which will in part be impacted by the size (population) of the mega-shelter. For the start of operations for a mega-shelter and the initial phases of its operation, a staffing ratio of one staff (worker or lead worker) per every fifteen persons (1:15) may be required per shift. Additionally, this will be impacted by the number of functions or services involved in the mega-shelter's operation. As the scale of the mega-shelter stabilizes and establishes a routine, staffing ratios should be adjusted appropriately. The night shift operation of a mega-shelter for some functions may require less staffing based on the level of service necessary.

See the Mega-Shelter Staffing Matrix for specific staffing details of each function within the mega-shelter.

Staff schedules to support 24 hour operations should ideally follow three 9 hour shifts per 24 hour period for the duration that the mega-sheltering operation is open. In cases where this cannot be accommodated, two 12 hour shifts per 24 hour period will be sufficient. It is critical that staffing schedules take into consideration the full 24 hour period (day and night) for the entirety of time the mega-shelter facility is open and rendering services.

To meet the breadth of health/medical needs, a mega-shelter should be staffed with health professionals with a variety of medical knowledge and expertise, including but not limited to: basic first aid, triage, trauma and emergency care, mental health and psychological first aid, pharmaceutical assistance and medical assistance for those with chronic conditions.

Medical staffing may be provided by multiple agencies and organizations within the mega-sheltering environment. Following a unified command system is critical in effective operation of the overall medical services rendered.

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Comprehensively, medical staffing should have at least one health and one mental health worker per 200 mega-shelter residents. Recognize demographic factors, such as the number of children. Adjustments may be made at night with consideration of the needs of the mega-shelter population.

Medical staffing must be fully certified and possess appropriate qualifications, licensing, and other documentation required for the tasks to be performed.

Staffing needs may be supplemented by the general population of the mega-shelter. Volunteers may be used in community policing to supplement non-essential security staff, which may be difficult to obtain regularly in the mega-shelter environment. Shelter residents may also volunteer to support custodial, feeding, and other services where no privacy concerns or special trainings are required.

Feeding:

Snacks and beverages should be available at shelters as soon as they are open or as practical and safe. A meal should be served within 4 hours or within the next traditional meal time (e.g., 6–8 am; 11 am–1 pm; 5–7 pm). A hot meal should be provided within 24 hours of opening.

Snacks are made available to shelter residents 24 hours per day.

A designated dining area is established. Food is not permitted outside this area.

All persons in want of food provisions are served without distinction of any kind.

Forecast the projected demand following the initial 24–48 hours.

Food distribution is responsive, transparent, and equitable.

Meal times are posted in advance with consistent, daily meal schedules.

Food donated by individuals is not accepted. All in-kind donations of prepared (cooked) food must be from commercial vendors or recognized partner agencies, in appropriate sizes and quantities.

Mega-shelter kitchen spaces follow local sanitation codes and personnel follow safe food handling procedures.

All kitchen units abide by local, State, and Federal sanitation codes.

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All food preparation and service meet the guidelines of the local health department on safe food handling.

All staff have received requisite training, including safe food handling, and possesses appropriate qualifications to deliver feeding services.

Adequate restrooms and hand-washing stations are provided at feeding sites.

Food temperatures are kept within an appropriate range to preserve their quality. Store and maintain food outside the temperature danger zone (TDZ) of 41° F and 135° F. Prepared food held within the TDZ longer than 4 hours must be discarded. Ensure that hot foods stay hot (above 135° F) and cold foods stay cold (below 41° F).

Consistent with individual needs and dietary recommendations provide a daily diet of at least 2,000 calories with sufficient amounts of vitamins and nutrients (based on Federal nutrition guidelines).

Age appropriate and nutritious food (including baby formula and baby food) and snacks are available.

Standard serving sizes for meals are 8 oz. entrees, 6 oz. side dishes and 6 oz. dessert, measured in volume.

Ensure that meals served meet the cultural, ethnic, religious and dietary needs of the affected individuals within 36 hours.

Water:

Potable water is supplied in a sufficient amount to meet the need of the mega-shelter operation, including both clients being served and volunteers and staffing within the shelter. Considerations should be given to additional supply demands created by cleaning and sanitation, food service operations, laundry, drinking, bathing, and other hygiene and sanitation purposes.

The average overall use of water per person in the United States is 50 gallons per day.

Water quality must meet all applicable Federal, State, and local sanitation standards.

In the event that the normal supply of water is contaminated or interrupted, organizations may initiate distribution of bottled water, the quality of which should meet all applicable health standards.

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On-site Donations Management:

A dedicated space, separate and distinct from all other mega-shelter activities, needs to be allocated for on-site donations. This space must be accessible to the public and must be located in close proximity to a securable storage area.

There are certain conditions donations must meet in order to be appropriate for relief efforts.

Donations must meet an identified need.

Large, bulk donations of products should match specific quantities. Efforts will be made to provide an equitable distribution of disaster supplies and to only accept products donated in quantities large enough to support the needs of all or most of the affected population.

Whenever possible, product should be received on pallets and shrink-wrapped to facilitate sorting and ensure fast equitable distribution.

Only accept products that are in good condition and that are not expired. Be careful about accepting used items because it is difficult to ensure their quality.

Do not accept products that are not familiar to the affected population, or products that are not appropriate due to cultural or religious considerations. Certain items can also be inappropriate for particular climates.

Children's Temporary Respite Care Areas:

Temporary respite care for children provides temporary relief for children, parents, guardians or caregivers. It is a secure, supervised, and supportive play experience for children. When placing their child or children in this area, parents, guardians, or caregivers are required to stay on-site in the shelter or designate a person to be responsible for their child or children, who shall also be required to stay on-site. In cases where temporary respite care for children is offered, the following practices and indicators shall apply:

Temporary respite care for children is provided in a safe, secure environment following a disaster.

Temporary respite care for children is responsive and equitable. Location, hours of operation, and other information about temporary respite care for children is provided and easy for parents, guardians and caregivers to understand.

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All local, State, and Federal laws, regulations and codes that relate to temporary respite care for children are followed.

The temporary respite care for children area is free from significant physical hazards and/or architectural barriers and remains fully accessible to all children.

The temporary respite care for children area has enclosures or dividers to protect children and ensure that children are supervised in a secure environment.

The temporary respite care for children area is placed close to restrooms and a drinking water source; hand-washing and or hand sanitizer stations are available in the temporary respite care for children area.

Procedures are in place to sign children in and out of the temporary respite care for children area and to ensure children are only released to the parent(s), guardian(s), caregiver(s) or designee(s) listed on the registration form.

All documents—such as attendance records and registration forms (which include identifying information, parent, guardian or caregiver names and contact information), information about allergies and other special needs, injury and/or incident report forms—are provided, maintained, and available to staff at all times.

Toys and materials in the temporary respite area are safe and age appropriate.

Prior to working in the temporary respite care for children area, all shelter staff members must receive training and orientation. In addition, such staff must successfully complete a criminal and sexual offender background check. Spontaneous volunteers are not permitted. When inside the temporary respite area, staff shall visibly display proper credentials above the waist at all times.

When children are present, at least two adults are to be present at all times. No child should be left alone with one adult who is not their parent, guardian or caregiver.

All staff members must be 18 years or older. Supervision of the temporary respite care for children area is provided by a staff person at least 21 years of age.

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An evacuation plan will be developed with a designated meeting place outside the center. The evacuation plan will be posted and communicated to parent(s), caregiver(s), and guardian(s) when registering their child.

The child to staff ratio is appropriate to the space available and to the ages and needs of the children in the temporary respite care for children area at any time.

Children are observed for signs of illness and referred to medical services for evaluation. Consent is obtained from parent, guardian, or caretaker whenever possible.

Children are observed for signs of emotional stress and referred to mental health professionals. Consent is obtained from parent, guardian, or caretaker whenever possible.

Communication and Information:

Signage is posted clearly throughout the facility indicating the rules of the mega-shelter, identifying the various resources and agencies available, and providing assistance information such as essential phone numbers, location of exits, etc.

Information should be posted in appropriate languages and accessible formats to ensure effective communication.

Areas where public access is not permitted will be clearly marked.

Communication and information sharing methods should be established utilizing a unified command system.

Establish points of contact for local and Federal agencies and organizations within the mega-shelter. Contact information should be verified and updated regularly.

Technological protocols for communication and information sharing and exchange will be established to ensure accessibility and universality for all who are working in and using the mega-shelter facility. Facilities management will arrange for an independent third-party Internet service provider (ISP) to establish this service.

Considerations for components such as computers, telephones, fax machines, Internet, cellular and satellite phones, and network systems should be made as quickly as possible to avoid delays in provision of services which require such devices.

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The maximum capacity for the network should be known and user codes, access codes, system designs, and compatibilities should be shared and available to facilitate the set up and operation of any technology requiring switching, networking, or inter-operability and to reduce the time and resources used.

Accommodations for agencies and organizations that require secure network access, firewalls, etc. should be made. This may include additional space for equipment and material storage.

Facilities management will establish policies for agencies and organizations wishing to join the network infrastructure.

When possible, a free wireless system for residents and staff should be established with Wi-Fi capability.

Safety:

Facilities management will ensure that all resident, staff, and other publicly accessible areas are well lit and clear of debris and other potentially harmful materials.

Safety personnel should be qualified, trained and, if possible, certified in safety and security practices. Multiple agencies may contribute to the overall composition of the safety personnel, which should be coordinated through a unified command system.

Safety personnel should always be easily identifiable by the public, staff, and residents of the mega-shelter.

Entry and exit points will be clearly labeled. Safety personnel will be assigned to monitor and assist with general safety and security within a specific zone and will be visible and identifiable to residents and staff while on duty. Entry and exit points will be monitored 24 hours a day, for the duration of the mega-sheltering operation.

Efforts will be made to limit the number of entry and access points to the mega-shelter. Appropriate access points will be clearly labeled. Considerations will be made to ensure that those with accessibility issues can be accommodated.

Entry and access points for staff and volunteers will be separate and clearly identified as such.

Dormitory rules will be clearly posted for residents and staff to view. Accessible formats for those with communication disabilities will be made available.

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Safety personnel will be assigned at a ratio necessary to provide supervision and availability to persons in the dormitory on a continual 24 hour basis for the duration of the mega-sheltering operation.

Staffing ratios may need to be adjusted given the time of day or night or due to any heightened safety or security risk.

Dormitory safety is primarily the responsibility of the resident. Considerations should be made to enable residents to take care of themselves, their property, and family.

Equipment, materials and supplies will be secured when possible in designated non-public access areas. Safety personnel may be assigned to monitor these areas on a rotational basis.

Procedures for accessing equipment, materials, and supplies within these areas should be established.

Sensitive areas pertaining to medical services, pharmaceuticals, medical equipment, and medical isolation areas will be staffed with safety personnel to monitor and mitigate any additional risks that may arise.

Staff working in those areas must possess appropriate qualifications, certifications, licenses, and background checks.

Children's areas will be staffed only with personnel who have been properly trained and who have passed a background check. Additional safety personnel will monitor these areas. Parents are ultimately responsible for the safety and security of their children in a mega-shelter child care space and other facility areas.

Bathrooms, showers, and lavatories may pose a higher risk for residents. Areas around should remain well lit, clear of debris, and clear of water spills and be monitored regularly.

Perimeter controls should be considered. Internal perimeter controls and external perimeter controls should be identified and implemented.

Record Keeping:

Procedures and policies will be developed to track records, billing, and other administrative accountability needs. Proper documentation and record keeping are essential to the facility's adherence to the FEMA guidelines for reimbursement. It will also facilitate coordination with the multiple agencies operating within the mega-sheltering operation.

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Documentation in both written and visual formats should be done to protect the facility and partner agencies from liability, to facilitate reimbursement, and to provide a historical record of the event.

Other Considerations:

Space and procedural considerations for other services, including but not limited to media, traffic and parking control, partnering, planning and mitigation should be designed and implemented.

Diapers are available for infants and children as soon as possible after needs are identified. General guidelines suggest that infants and toddlers need up to 12 diapers a day.

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APPENDIX E
Mega-Shelter Framework

For effective mega-shelter planning within a community, it is crucial that the various stakeholders and venue management determine the operational structure, table of organization, and roles and responsibilities for the shelters prior to a disaster incident. All involved agencies must be included in the planning of mega-shelters so that all identified parties understand their roles and responsibilities and those of the other agencies.

IAVM facilities and their management, in conjunction with the American Red Cross, have an integral role to serve in planning for and operating mega-shelters. This planning will significantly benefit the impacted community. To assist venues in this process, IAVM, in conjunction with the Red Cross, has developed a Mega-Shelter Framework (a worksheet list of roles for assignment of specific responsibility), which is included in this appendix. This document is intended to facilitate discussions that will help establish the relationship and build a framework for the operation of a mega-shelter.

The venue manager can use these to begin or enhance their planning for mega-shelter operations at their facility. The venue manager can also take advantage of the Red Cross' significant sheltering expertise and the professional expertise of other service agencies by including their local Red Cross Chapter and the other local agencies in the mega-shelter planning process.

Building a framework for the operation of a mega-shelter in your community will list the key resources, human and physical, that are necessary to operate a mega-shelter and identify the organizational and the service providing responsibilities.

Instruction On How To Use:

This Mega-Shelter Framework document is an example and does not contain a complete list of the human and physical resources that need to be considered. It is organized by the service functions use within the Mega-Shelter Planning Guide's ConOps.

The Framework is organized to identify the 24 ConOps functions as:

- Core: Those functions that every mega-shelter will (probably will) need.
- Situational: The need or situation-based functions that may be required in a mega-shelter based on location, situation, demographics, size, projected length of operations, and the like.
- Operational: The functions that may be necessary to support the operations of a mega-shelter.

These designations are provided to assist those planning to understand the priorities of the numerous mega-shelter functions and address the fact the scope of a mega-shelter's operation is made up of components that will need to be implemented based on the situation. Planning for all is important; implementation will be based on need.

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Key Steps:

1. Identify the 'coordinating' entity that will provide management oversight and have responsibility for each activity or functions within the 24 listed ConOps services. An important distinction is separating the management responsibility from the service providing roles. List the organization "Coordinating Entity, Management Oversight & Responsibility …" in the column so labeled.
2. Identify the 'primary' organization that is capable and has been selected to provide each activity or function. Consider knowledge, skill, experience, resources available, etc. in this process. List the selected organization in the column "Primary Entity." This could be the same or different agency than the coordinating entity with management responsibility.
3. Identify the "Supporting Entities" that will, may, or could be involved or called upon. Supporting entities provide assistance, have specific capabilities or resources, and can serve as alternative or backup service and resource providers. List all who are involved in the "Supporting Entity" column.
4. In the "Possible Source" column, list agencies, companies, organizations, and other sources that may be called upon to become involved in, support, or supply the operation of a mega-shelter in your community.
5. Add additional lines for human resources and physical resources the planning group identifies and deems appropriate. The list provided is as an example and is intended to be expanded upon and adjusted.
6. The Excel Spreadsheet template for the Framework is available on: IAVM.org/Center for Venue Management Studies menu/Mega-Sheltering page. http://www.iavm.org/CVMS/mega_sheltering.asp

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	Version January 2010							
	City:	*Insert name of city here*	Venue Name:	*Insert venue name here*				
		ROLES & RESPONSIBILITIES			**Coordinating Entity**	**Primary Entity**	**Supporting Entity**	**Possible Source**
		Defining components of a mega-shelter:						
			* Activated by the local, state or federal government					
			* Multi-agency coordination and management					
			* Large, non-conventional sheltering facility, generally used for public assembly such as an arena, convention center or stadium, or fair building					
					Management Oversight & responsibility for this function	**Principle service delivery agency for this function.**	**Assistive role. Has specific capabilities & resources.**	
		Core Functions are those that every mega-shelter will need.						
		Situationally Based Functions						
		Operationally Based Functions						
Core	1	**Client Registration**		*Service coordination and support of the registration process will be required with Traffic and Parking, Security, and Medical Triage.*				
	1.01		Human Resources:	Security personnel/police				
	1.02			Crowd control staff				
	1.03			Registration staff				
	1.04			Health & needs assessment staff				
	1.05			Roving registration staff				
	1.06			Interpreters				
	1.07			Set-up & tear down labor				
	1.08							
	1.09		Physical requirements:	Tables & chairs				
	1.10			Power				
	1.11			Computers				
	1.12			Technology requirements - communications and data				
	1.13			Trash cans				
	1.14			HVAC/fans/heaters				
	1.15			Barricade/rope & stanchion				
	1.16			Signage				
	1.17			Megaphones				
	1.18			Water/snacks				
	1.19			Portable Toilets				
	1.20			Hygiene and personal cleanup system (for pre shelter entry)				

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Core	2.00	**Facility Management**						
	2.01		Human Resources:	Facility Manager				
	2.02			Operations staff				
	2.03			Record/log keeping staff				
	2.04			Financial record keepers				
	2.05			General labor				
	2.06			Administrative staff - contracts				
	2.07			Translation & language assessment resources				
	2.08			Code compliance - fire & safety, public health				
	2.09		Physical Resources:	Forklifts, pallet jacks, hand trucks				
	2.10			Keys				
	2.11			Fuel for equipment				
	2.12			Tables and chairs, etc.				
	2.13			Signage				
Core	3	**Security & Building Access Control**		*Security and building access control is active and involved in many components of mega-sheltering. For example, there is an entry search process that occurs during registration that is included under this function.*				
	3.01		Human Resources:	Exterior perimeter control				
	3.02			Access control - searchers				
	3.03			Interior security				
	3.04			Control Points and entries				
	3.05			Sensitive areas				
	3.06			Patrols				
	3.07			Greeters at Perimeter entry				
	3.08			Service entrances				
	3.09			Crowd control staff				
	3.10			Set-up & tear down labor				
	3.11		Physical Resources:	Tents/shade cover				
	3.12			Security plans and guidelines				
	3.13			Magnometers				
	3.14			Wands				
	3.15			Barricade/rope & stanchion & chain				
	3.16			Signage - direction and trail blazing				
	3.17			Signage - rules and procedures				
	3.18			Megaphones				
	3.19			Tables for search				
	3.20			Trash cans				
	3.21			Water /snacks				
	3.22			Portable toilets potties 1/40				

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Core	4	**Parking & Traffic Control**		*Parking and Traffic Control provide support for many of the activities in a mega shelter.*				
	4.01		Human Resources:	Traffic control officers				
	4.02			Parking directors - auto parking				
	4.03			Bus loading/unloading zones				
	4.04			Accommodations for persons with disabilities				
	4.05			Set-up & tear down labor				
	4.06							
	4.07		Physical Resources:	Radios				
	4.08			Reflective vests				
	4.09			Flashlights				
	4.10			Traffic cones				
	4.11			Caution tape				
	4.12			Barricade				
	4.13			Signage				
	4.14			Trash cans- Internal (facility), external dumpsters				
	4.15			Portable toilets				
	4.16			Megaphone or PA capabilities				
Core	5	**Public Information/Public Affairs/Media Relations**		*Includes: dissemination of information to public; management of media relations; facilitation of VIP tours; controlling media access to clients and to specific areas; organizing press briefings &*				
	5.01		Human Resources:	Public Information Officers				
	5.02			Public affairs staff				
	5.03		Physical Resources:	Press Room: riser, lectern, microphone, sound system, chairs, camera platform, mult (audio distribution) box				
	5.04			Media room w/ phones & internet access				
	5.05			Media parking area				
	5.06			Joint Information Center (JIC): tables, chairs, telephones, internet access				
	5.07			Joint Information Center (JIC) Pan and operating procedure				

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Core	6	**Dormitory Management**						
	6.01		Human Resources:	Shelter Manager				
	6.02			Dormitory Manager - per area				
	6.03			Resident dormitory supervisor				
	6.04			Shelter supervisors				
	6.05			Dormitory staff				
	6.06			Customer care services - for residents				
	6.07			Set-up & tear down labor				
	6.08			National Shelter System (NSS) support staff				
	6.09		Physical Resources:	Cots				
	6.10			Blankets				
	6.11			Comfort kits				
	6.12			Signage				
	6.13			First aid supplies				
	6.14			Administrative office area- sufficient size for individual work stations to incl. tables, chairs, telephones, internet access, fax machine, copier				
	6.15			Staff dorm room (minimum 600s.f.),				
	6.16			Staff break room (minimum 300s.f.)				
	6.17			Main dormitory area for general population				
	6.18			Separate dormitory area for families				
	6.19			Separate dormitory area for elder clients				
	6.20			Other dormitory areas				
	6.21			Space allocation / capacity plan				
Core	7	**Food Service**						
	7.01		Human Resources:	Food production staff				
	7.02			Nutritionist				
	7.03			Food service staff				
	7.04			Set-up & clean-up				
	7.05			Public health - food safety inspectors				
	7.06			Volunteer / 1rst Responder meals				
	7.07							
	7.08		Physical Resources:					
	7.09			Feeding Manager Administrative area, adjacent to kitchen area, including:				
	7.10			Desks & chairs				
	7.11			Phones				
	7.12			Internet access via wireless or wired network access				
	7.13			Computer & printer				
	7.14			Cooking, heating & serving equipment & utensils				
	7.15			Refrigerators & freezers with sufficient capacity for three day supply of commodities				
	7.16			Dry boxes/food storage area				
	7.17			Material handling equip (forklifts, pallet jack & chain,				
	7.18			Commodities, sufficient for three days @ three meals / day				
	7.19			Infant food & formula				
	7.20			Service wares (i.e. utensils, plates, bowls,…)				
	7.21			Operating supplies				

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Core	8	**Public Health, Medical & Mental Health Services**						
	8.01		Human Resources:	Medical Director				
	8.02			Licensed professional health care workers				
	8.03			Licensed professional mental health care workers				
	8.04			Medical Clinic team				
	8.05			Triage teams				
	8.06			Medical transport				
	8.07			Field pharmacy				
	8.08			Set-up & tear down labor				
	8.09		Physical Resources:	Private, separate clinic area for medical services				
	8.10			Private clinic area for mental health services				
	8.11			Private area for infirmary				
	8.12			Medical supplies				
	8.13			Medical waste disposal				
	8.14			Cots/specialized medical beds				
	8.15			Pharmaceuticals				
	8.16			Medical Equip - wheelchairs & lifting devices,…				
	8.17			Automated external defibrillators				
	8.18			Ice				
	8.19			First Aid supplies				
Core	9	**Spiritual Care**						
	9.01		Human Resources:	Coordinator				
	9.02			Spiritual care providers				
	9.03		Physical Resources:	Space for a quite area				
	9.04			Tables & chairs				
	9.05			Liturgical items (e.g. candles, prayer books)				
Core	10	**Children's Areas**						
	10.01		Human Resources:	Credentialed child care personnel				
	10.02							
	10.03		Physical Resources:	Space away from general population for: children's temporary respite area; recreation area(s) - separate areas for specific age ranges; family friendly area; diaper changing area; bottle washing area; breast feeding area				
	10.04			Diapers				
	10.05			Changing stations & supplies				
	10.06			Bottles & related supplies				
	10.07			Toys, games, books				

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Core	11	**Emergency Household Pet Sheltering Liaison**						
	11.01		Human Resources:	Vet or animal care takers				
	11.02			Walkers, etc.				
	11.03			Security				
	11.04			Cleanup staff				
	11.05			Set-up & tear down				
	11.06		Physical Resources:	Area close, downwind, completely separate from general population w/ ventilation & heating/cooling				
	11.07			Pet crates				
	11.08			Pet food				
	11.09			Food & water bowls				
Situation	12	**Entertainment/Recreation**						
	12.01		Human Resources:	Entertainers				
	12.02			Supervisors / monitors				
	12.03			Technicians				
	12.04							
	12.05		Physical Resources:	Televisions				
	12.06			Computers w/ internet access				
	12.07			Video Games and equipment				
	12.08			Furniture				
	12.09			Radios				
	12.10			DVD players & DVDs				
	12.11			Board games, playing cards, books, toys				
	12.12			Outside games: Sidewalk chalk,…				
	12.13			Sports Equipment, balls, etc.				
	12.14			Basketball courts, recreation areas, aerobic center				
Core	13	**Information Technology**						
	13.01		Human Resources:	Installation staff for phone lines, internet, repeaters, satellites,…				
	13.02			Command Center staff				
	13.03			IT staff				
	13.04			Tear-down staff				
	13.05							
	13.06		Physical Resources:	Two-way radios				
	13.07			Cell phones				
	13.08			Command Center				
	13.09			Technology requirements				
	13.10			Phones for clients' use				
	13.11			Computer center for clients' use w/ internet access				
	13.12			Message center - electronic signage				
	13.13			Public address systems				
	13.14			Battery charging - redundant power supply, extra batteries				
	13.15			Incident tracking software				
	13.16			Fax machines				

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Operations	14	**Recovery Info & Resident Messaging**		*Includes: creation of newsletters & flyers; announcements; coordination of resident shelter meetings*				
	14.01		Human Resources:	Information management staff				
	14.02			Public relations staff				
	14.03			Foreign language translators				
	14.04			Sign language interpreters				
	14.05		Physical Resources:	Bulletin Boards				
	14.06			Phones				
	14.07			Computers - w/ Internet connections				
	14.08			Local newspapers				
	14.09			Televisions & radios				
	14.10			Electronic billboards aka scoreboards				
	14.11							
Operations	15	**Family Reunification**		*Includes: helping those affected by disaster reconnect with family members; connecting with other agencies that provide family reunification services.*				
	15.01		Human Resources:	Staff to assist with resident registration				
	15.02		Physical Resources:	Computers w/ internet access				
	15.03			Telephones or cellular phones				
Operations	16	**Janitorial**						
	16.01		Human Resources:	Janitors				
	16.02			Custodians				
	16.03			CDC/Public Health Specialist, for coordination				
	16.04		Physical Resources:	Showers/toilets/sinks				
	16.05			Soap, toilet paper, paper towel				
	16.06			Cleaning Supplies				
	16.07			Cleaning Equipments (i.e. mops, buckets, brooms,…)				
	16.08			Towels				
	16.09			Trash cans & dumpsters				
	16.10			Trash bags				
	16.11			Laundry support				
	16.12			Power washer - equipment or service				
	16.13			Bio/medical cleanup kits				
	16.14							

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Operations	17	**Building Maintenance & Engineering**						
	17.01		Human Resources:	Mechanical engineers				
	17.02			Electrical engineers				
	17.03			Electricians				
	17.04			Plumbers				
	17.05			Carpenters				
	17.06		Physical Resources:	Generators & fuel				
	17.07			Utilities				
	17.08			Trade tools				
	17.09			Lighting				
	17.10							
Operations	18	**Logistical Support/Dock Management**						
	18.01		Human Resources:	Supervisors				
	18.02			General labor				
	18.03			Equipment operators				
	18.04			Inventory managers / technicians				
	18.05			Statistician - predictive modeling specialist				
	18.06		Physical Resources:	***Open Ended - based on disaster caused needs***				
	18.07			Warehouse/storage facilities				
	18.08			Fork-lifts				
	18.09			Pallet-jacks				
	18.10			Hand-trucks				
	18.11			Flat bed carts				
	18.12			Fuel for equipment				
	18.13			Signage				
	18.14			Locks/keys				
Situation	19	**Distribution of Goods**						
	19.01		Human Resources:	Laborers				
	19.02			Fork lift operators				
	19.03			Drivers				
	19.04			Security				
	19.05		Physical Resources:	Tables				
	19.06			Material handling equipment: hand truck, fork lift,…				
	19.07			Storage				
	19.08			Commodities for distribution (i.e. work gloves, cleaning supplies, rakes, shovels,…)				
	19.09			Signage				
	19.10			Distribution center				

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Situation	20	**Donations & Volunteer Management**		*Includes: facilitation of the receipt of donated goods and services on site and spontaneous volunteers*				
	20.01		Human Resources:	Agency or organizational representations				
	20.02			Security				
	20.03			General labor				
	20.03		Physical Resources:	Distinctly separate area from shelter open to public				
	20.04			Tables/chairs				
	20.05			Signage				
	20.06			Storage & sorting areas				
	20.07			Receiving area				
Situation	21	**Private Sector Coordination**						
	21.01		Human Resources:	Coordinator				
	21.02		Physical Resources:	Phone/computer				
	21.03							
	21.04							
SItuation	22	**Laundry Service**						
	22.01		Human Resources:					
	22.02		Physical Resources:	Wash/dry capability				
	22.03			Laundry bags with identification				
	22.04							
Situation	23	**Transportation Services for Clients**		The planning, coordination and provision of transportation services to shelter residents including shuttle services & access to public transportation.				
	23.01		Human Resources:	Schedule coordinator, supervisor				
	23.02			Crowd control				
	23.03			Vehicle operators				
	23.04		Physical Resources:	Buses				
	23.05			Vans				
	23.06			Line control equipment				
	23.07			Signage				

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Situation	24	Postal Service						
	24.04		Human Resources:	Coordinator with US Postal Service				
	24.05		Physical Resources:	Secure postal storage area				
	24.06			Signage				
	24.07			Phone & fax lines				
	24.08			Internet connectivity				

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APPENDIX F
Recommended Training Courses

Basic, Intermediate, and Advanced NIMS Courses:
(http://training.fema.gov/)

- IS-293: Mission Assignment Overview
- IS-700a: National Incident Management Systems, An Introduction
- IS-701: NIMS Multi-Agency Coordination
- IS-800b: National Response Framework, An Introduction
- IS-806: Mass Care, Emergency Assistance, Housing, and Human Services
- IS-808: Emergency Support Function (ESF) #8 – Public Health and Medical Services
- IS-197 EM: Special Needs Planning Considerations for Emergency Management
- IS-197 SP: Special Needs Planning Considerations for Service and Support Providers
- IS-288: Role of Voluntary Agencies in Emergency Management
- IS-10 Animals in Disaster, Module A: Awareness and Preparedness
- IS-11: Animals in Disaster, Module B: Community Planning
- IS-366: Planning for the Needs of Children in Disasters
- ICS-100: Introduction to the Incident Command System (ICS)
- ICS-200: ICS for Single Resources and Initial Action Incidents
- ICS-300: Intermediate ICS For Expanding Incidents
- ICS-400: Advanced ICS
- ICS-402: ICS for Executives and Senior Officials
- FEMA IS-630 Introduction to the Public Assistance Process
- FEMA State Mass Care Basic (Planning) course
- FEMA State Mass Care Advanced (Operations) course
- NIMS Advanced Professional Series Course G108: Community Mass Care Management

American Red Cross Courses:
(In-person classes. Contact your local Red Cross Chapters by visiting www.redcross.org.**)**

- Psychological First Aid (PFA) DSPSS200B - Includes PsySTART an evidence-based, disaster mental health triage tool used to rapidly assess and provide for the surge of acute and longer-term mental health needs
- Shelter Operations ARC 3068-11
- Shelter Simulation ARC 3068-12

Other:

- ServSafe® Food Safety http://www.servsafe.com/foodsafety/
- Environmental Health Training in Emergency Response (EHTER) – Introductory Level
- http://www.cdc.gov/nceh/ehs/Workforce_Development/EHTER.htm (on-line or in-person)
- Psychological First Aid course (PFA), The National Child Traumatic Stress Network http://learn.nctsn.org/course/category.php?id=11 (on-line)

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- Cultural Competence Curriculum for Disaster Preparedness and Crisis Response, U.S. Department of Health and Human Services, Office of Minority Health https://cccdpcr.thinkculturalhealth.org/default.asp (on-line)

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APPENDIX G
Samples and Examples

1. Conceptual Shelter Layout
2. Conceptual Shelter Layout – Arena
3. Conceptual Shelter Layout - Stadium

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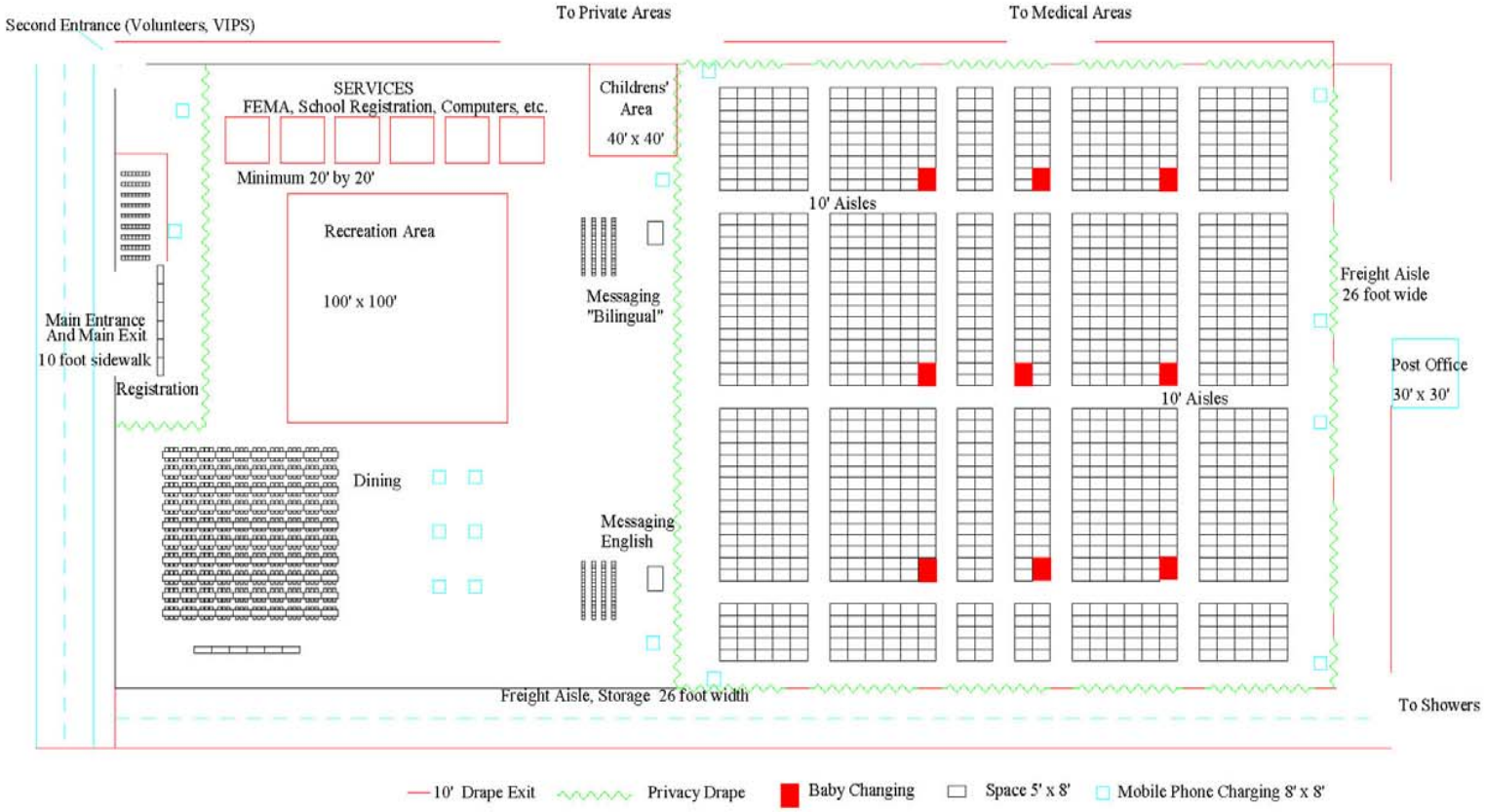
1. Conceptual Shelter Layout
   200,000 Square Foot Exhibition Hall
   Example Capacity, 1,126 personal spaces (8 feet x 5 feet)



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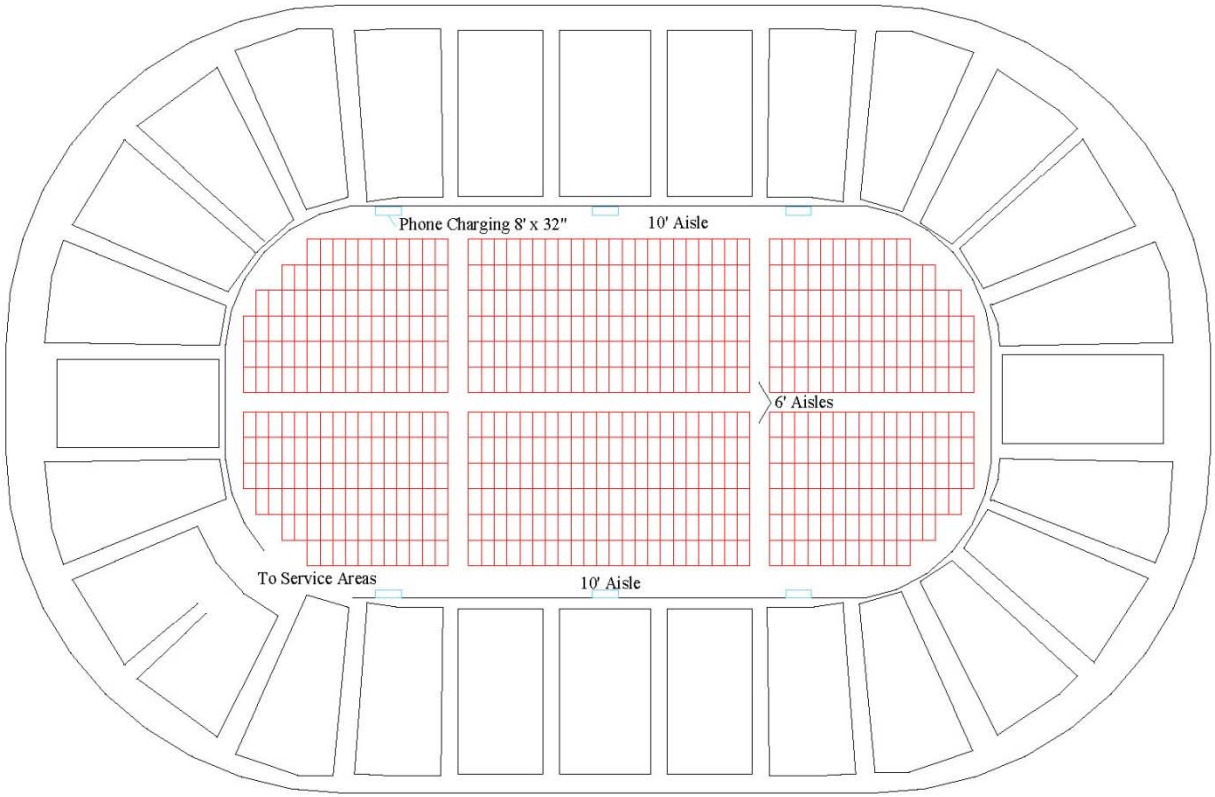
2. Conceptual Shelter Layout - Arena

30,000 Square Foot Arena Floor

Example Capacity, 612 personal spaces (8 feet x 5 feet)



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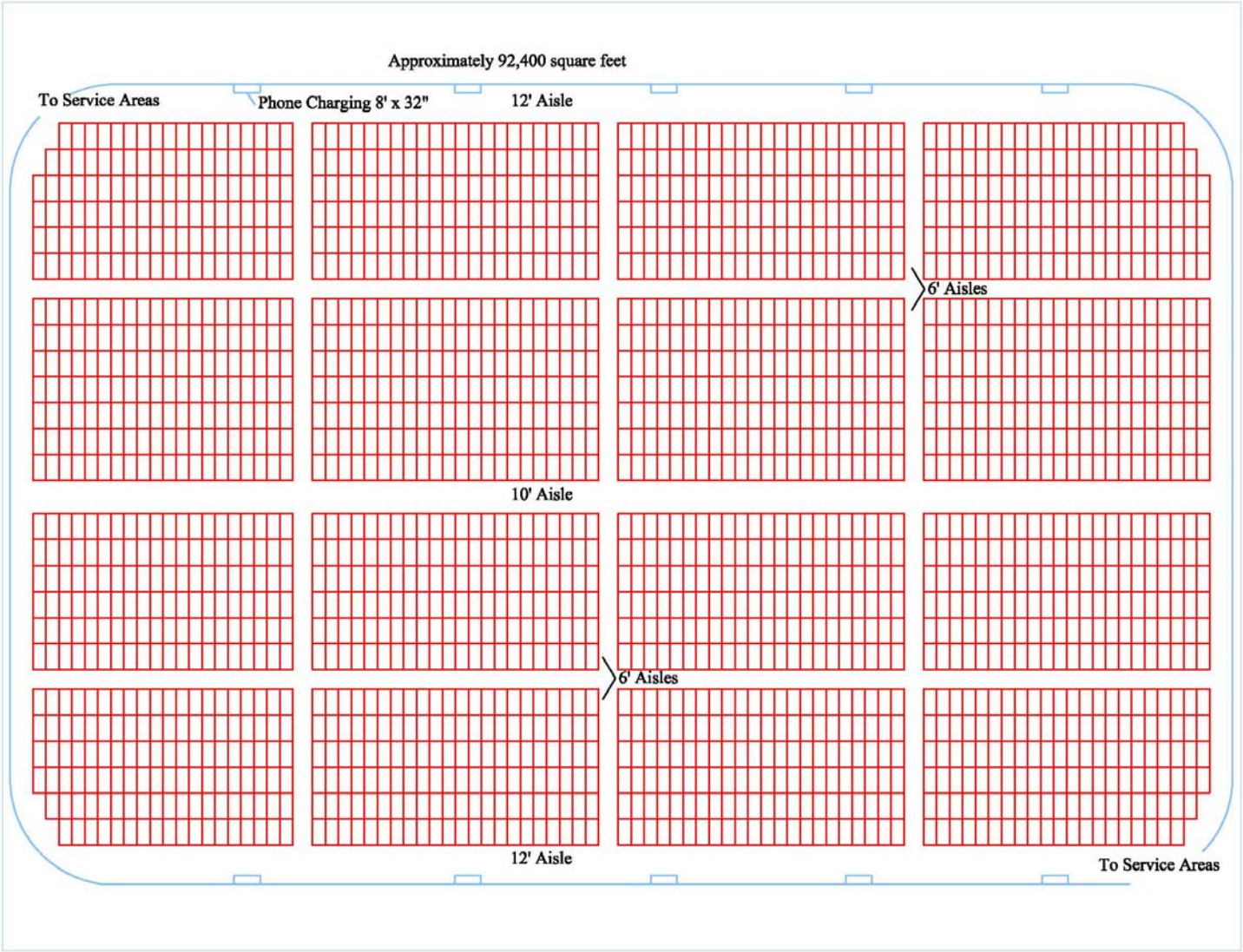
3. Conceptual Shelter Layout – Stadium

92,400 Square Foot Stadium Floor

Example Capacity, 2,138 personal spaces (8 feet x 5 feet)



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MEMORANDUM

RIVERSIDE COUNTY COUNSEL

CONFIDENTIAL
ATTORNEY-CLIENT PRIVILEGE

DATE: July 12, 2018

TO: Gregg Gu, Deputy County Counsel

FROM: Kathryn Romo, Volunteer Law Clerk

RE: Media in Emergency Shelters Research

Please be advised that this opinion is based solely on the facts presented in this specific case and the information known to date. The following is subject to modification if additional, contrary information becomes available in the future or if factual circumstances change.

QUESTION PRESENTED

Is there any legal foundation to prevent news media personnel from entering an emergency shelter?

BRIEF ANSWER

There is very minimal legal foundation to prevent the media from entering an emergency shelter. The only potentially applicable law is a Riverside County Ordinance that criminalizes the willful obstruction of emergency management procedures. However, there are best practices that can be implemented to minimize media presence and control their presence in these shelters. The Federal Emergency Management Agency (FEMA) as well as the American Red Cross outline ways to manage media presence in their emergency management guidelines.

Additionally, private individuals in shelters may have valid claims of intrusion upon seclusion against any members of the media who do not follow the potential procedures implemented by the County's Emergency Management Department (EMD).

ANALYSIS

A. Legal Foundations for the County to Exclude Media from Shelters

When EMD creates temporary emergency shelters for individuals who are under evacuation orders, the shelter becomes their home. As such, the people in the shelter may want privacy in their temporary home. However, there is little legal foundation to prevent the media from

entering into these shelters. The state and federal laws governing emergency procedures do not outline any privacy requirements for individuals housed in emergency shelters.

EMD indicated that the only potentially applicable statute of which they were aware is Penal Code § 409.5. This statute requires that members of the media must be allowed in restricted areas unless their presence will interfere with law enforcement operations. However, this statute is only applicable to the immediate area surrounding the site of a disaster, and not those areas to which displaced persons are removed, such as shelters.

Riverside County Ordinance No. 533 provides for the administration of emergency management services (Ordinance 533 is attached at the end of this document). No sections of the Emergency Services Ordinance discuss the creation or management of emergency shelters. However, section 14.1 states that "It shall be a misdemeanor … for any person during an emergency (A) willfully to obstruct, hinder or delay any member of the Riverside County emergency management organization in the enforcement of any lawful rule, regulation or order issued pursuant to this chapter, or in the performance of any duty imposed upon by virtue of this chapter." This ordinance would only be applicable in the event that a member of the media *willfully* obstructs, hinders, or delays management of the shelter. A member of the media who enters a shelter to record the shelter premises or interview displaced persons would likely be negligent at worst if he were to obstruct shelter operations in the process of his work. Therefore, it is unlikely that section 14.1 would become applicable.

Moreover, in *Leiserson v. City of San Diego*, the court found that the defendant city failed to show that unrestricted media access would have actually presented any interference to the performance of their duties at the disaster site in question. *Leiserson v. City of San Diego* (1986) 184 Cal.App.3d 41, 51. *Leiserson* shows that mere presence of the media in a disaster area does not necessarily present an interference, let alone rise to a willful obstruction. In order for Riverside County Ordinance section 14.1 to become applicable, a person would have to do much more than simply record or interview a person in a shelter to present an interference recognized by the courts.

If the County were to implement policies based upon the best practices suggested below, section 14.1 could then become applicable. As it currently written, section 14.1 is vague, but if EMD drafts policies, a resolution, or ordinance to address these issues the news media would be put on notice as to the procedures that must be followed regarding their conduct in emergency shelters. Therefore, 14.1 could be enforced because any violation of those policies would constitute a willful obstruction of shelter management.

B. Best Practices to Manage and Control Media Access

In order to be able to enforce the willful violation of a lawful order from Emergency Management, EMD should implement a sound policy which adequately apprizes the media of its obligations at the shelter. The guidelines from FEMA and the American Red Cross are instructive to create a policy which gives media adequate access to report on these potentially newsworthy shelters while protecting the residents' privacy. According to the Shelter Field

Guide produced in conjunction with FEMA and the American Red Cross, a strong communication plan would include the following:

- Post signs instructing members of the media to check in
- Notify the Shelter Manager of such an arrival and have a staff member escort them to explain shelter management and answer questions
- Do not allow media to conduct interviews in the dormitory during quiet hours
- Do not allow media to take close up photos or videos without permission
- Allocate a private area away from the dormitory for interviews
- Identify one or two residents willing to talk about their experiences rather than having the media randomly interview people in the shelter

The Mega-Shelter Planning Guide created by the American Red Cross and the International Association of Venue Managers also instructs similar guidelines and provides considerations for planning a communications strategy. These considerations include what interior and exterior areas the media may be allowed to enter to maintain the privacy of the shelter residents. They suggest areas such as dormitories and casework areas to be off limits from media access.

Shasta County outlines some of the above listed items and adds that "interviews will mostly be taken outside the shelter," and that "all interviews seeking to speak with shelter representatives must be approved by a shelter or service manager."

These kinds of measures may allow the media adequate access so that they will not make claims of restrictions of freedom of the press while also ensuring the privacy of the temporary residents in the emergency shelters. I have attached the relevant sources from FEMA and Shasta County that I have cited to at the end of this document for reference.

C. Legal Options for Displaced Individuals Whose Privacy is Invaded

In the event that EMD creates guidelines such as those presented above and a member of the media were to ignore the communications plans set out by the Department to record the residents in the shelter, an individual may have a valid claim of intrusion upon seclusion. California adopted the Restatement of Torts formulation of the intrusion upon seclusion cause of action in *Miller v. National Broadcasting Co. Miller v. National Broadcasting Co.* (1986) 187 Cal.App.3d 1463, 1482. The Restatement sets out two main elements of the action: 1) intrusion into a private place, conversation or matter, 2) in a manner highly offensive to a reasonable person.

i. Residents of an Emergency Temporary Shelter would have a Reasonable Expectation of Privacy from Intrusion by News Media Personnel

The first element can only be proven if the plaintiff had a reasonable expectation of privacy. *Shulman v. Group W Productions, INC.* (1998) 18 Cal.4th 200, 232. Not every type

temporary shelter gives rise to a reasonable expectation of privacy. However, courts have found that the legality or illegality of the shelter is determinative. See *People v. Thomas* (1995) 38 Cal.App.4th 1331, 1334-1335; See also *People v. Nishi* (2012) 207 Cal.App.4th 954, 961. For example, persons living in illegally placed cardboard shelters on public sidewalks or squatters taking shelter on public property do not have a reasonable expectation of privacy. *People v. Thomas* at 1334-1335. The court in *Thomas* emphasized the plaintiff's lack of permission to place his cardboard shelter on the sidewalk to assert that the plaintiff's expectation of privacy was unreasonable. *Id.* Additionally, the court in *People v. Nishi* said "a 'person can have no reasonable expectation of privacy in premises on which they are wrongfully present.'" *People v. Nishi at 961* citing *United States v. Gutierrez-Casada* (D.Kan.2008) 553 F.Supp.2d 1259, 1270. In contrast, the persons who reside in an emergency shelter created by the EMD are lawfully present and therefore have a reasonable expectation of privacy in their temporary shelter.

Additionally, the fact that the residents of an emergency shelter do not own or control the shelter does strip them of a right to privacy. The individuals residing in emergency shelters may have a reasonable expectation of privacy just as a houseguest has in another person's home. The court in *In re Rudy F.* asserted that it is not property rights, but rather the permission to be present on that property, that imparts a right of privacy. *In re Rudy F.* 117 Cal.App.4th 1124, 1133 citing *Minnesota v. Olson* (1990) 495 U.S. 91, 110. While the court was referring specifically to overnight houseguests, a person who has been displaced by a disaster and is welcomed into an emergency shelter to take refuge and sleep therein may be similarly legally situated.

Finally, the fact that the emergency shelter would house many people does not mean that a resident in the shelter would not have a reasonable expectation of privacy. The California Supreme Court has stated that "'the mere fact that a person can be seen by someone does not automatically mean that he or she can legally be forced to be subject to be seen by everyone.'" *Sanders v. American Broadcasting Cos., Inc.* (1999) 20 Cal.4th 907, 914 citing 1 McCarthy, The Rights of Publicity and Privacy (1998) § 5.10[A][2], p. 5-120.1. The court further cited to *Dietemann v. Time, Inc.*, in which the plaintiff was found to have had a reasonable expectation of privacy from press photography in his home office despite the fact that the newsmen whom he sued had been invited into his home. *Sanders* at 914 citing *Dietemann v. Time, Inc., supra*, 449 F.2d 245, 249. Therefore, shelter residents may still have a reasonable expectation of privacy from cameramen even though their fellow residents may see and hear them.

ii. <u>News Media Personnel Photographing or Video Recording the Residents of Temporary Shelters Could Be Considered Highly Offensive to a Reasonable Person</u>

The media's use of photographs, videos, or interviews of persons in the shelters without permission could be considered highly offensive to a reasonable person. This element is determined by examining the "degree and setting of the intrusion, and the intruder's motives." *Hernandez v. Hillsides* (2009) 47 Cal.4th 272, 287. This element is determined on a case by case basis. Therefore, a potential plaintiff's description of his strife at the time of the incident would likely elevate the offensiveness of the intrusion. Residents of the emergency shelters have either lost their homes or are at risk of losing their homes. They are in highly emotional

situations and are forced to live in community shelters with others who are experiencing the same loss. News media crews entering such a shelter and recording the residents to document their misfortune could easily be considered highly offensive to a reasonable person.

Therefore, in the event that news media personnel were to enter a shelter in disregard of shelter policies and record a shelter resident without his or her permission, the resident would likely be able to satisfy both elements of an intrusion upon seclusion claim.

D. CONCLUSION

As the law currently stands, there is no foundation to prevent the media from entering an emergency shelter. However, if EMD implements a policy based upon the above suggested best practices to limit media access, Riverside County Ordinance 533 section 14.1 may be used in order to criminalize any violation of said policy. In addition to the criminal misdemeanor that may apply to a violation of the potential policy, the individual residents would have strong arguments for intrusion upon seclusion against any news media personnel who photograph, video record, or interview the residents without their permission inside an emergency shelter.

ORDINANCE NO. 533
(AS AMENDED THROUGH 533.5)
AN ORDINANCE OF THE COUNTY OF RIVERSIDE AMENDING ORDINANCE NO. 533 PROVIDING FOR THE ADMINISTRATION OF THE EMERGENCY MANAGEMENT ORGANIZATION FOR THE COUNTY OF RIVERSIDE

The Board of Supervisors of the County of Riverside, State of California, ordains as follows:

ARTICLE I. GENERAL PURPOSES

Section 1.1. The declared purpose of this ordinance is to provide for the preparation and carrying out of plans for the protection of persons and property within the County of Riverside in the event of the emergency or disaster conditions hereinafter referred to; the direction of the Emergency Management Organization; and the coordination of the disaster functions of the County of Riverside with all other public agencies, corporations, organizations, and affected private persons.

ARTICLE II. DEFINITIONS

Section 2.1. The general definitions contained in the California Emergency Services Act shall apply to this chapter. These definitions are terms commonly used in the Standardized Emergency Management System (SEMS). A complete listing of all terms is located in the County of Riverside Emergency Operations Plan.

a. **"ACTION PLAN"** means the plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.
b. **"ACTIVATE"** means, at a minimum, a designated official of the emergency response agency implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.
c. **"AFFECTED JURISDICTION"** is any jurisdiction which is, or has the reasonable possibility of being impacted by an incident or incidents, the magnitude of which is, or may fall within the scope and the intent of this Ordinance.
d. **"CONTINUITY OF GOVERNMENT"** All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including lines of success for key decision makers.
e. **"DEPARTMENT OPERATIONS CENTER"** means an EOC used by a distinct discipline (such as, but not limited to, flood operations, fire, medical, hazardous material) or a unit (such as, but not limited to, Department of Public Works or Department of Health). Department operations centers may be used at all SEMS levels above the field response level depending upon the impacts of the emergency.
f. **"DIRECTOR OF EMERGENCY SERVICES"** during a declared "State of War Emergency", "State of Emergency", or a "Local Emergency", the Director of Emergency Services shall be responsible for providing the overall management and direction to the Emergency Management Organization for the control of the emergency. The Director of Emergency Services shall be the County Chief Executive Officer or designee.
g. **"DISASTER COUNCIL"** consists of representatives of County Departments and other members as appointed by the Board of Supervisors. The County Disaster Council is authorized to recommend for adoption to the Board of Supervisors emergency and

mutual aid plans and agreements as well as ordinances, resolutions, rules and regulations as may be necessary to implement such plans and agreements, and any necessary amendments.

h. **"DISASTER SERVICE WORKER"** includes public employees and any unregistered person pressed into service during a State of War emergency, a State of emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include any member registered as an active fire fighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town or district in which such fire department is located.

i. **"EMERGENCY"** means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, events endangering the health of the general public, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or other than conditions which are likely to be, beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat.

j. **"EMERGENCY MANAGEMENT ORGANIZATION"** consists of all officers and employees of the County of Riverside, its agencies, and of the cities and districts of Riverside County, together with all volunteers and all groups, organizations and persons commandeered under the provisions of the California Emergency Services Act and this ordinance, with all equipment and material publicly owned, volunteered, commandeered or in any way under the control of the aforementioned personnel, for the support of the aforementioned personnel in the conduct of emergency operations.

k. **"EMERGENCY OPERATIONS CENTER (EOC)"** means a location from which centralized emergency management can be performed.

l. **"INABILITY TO ACT"** means that an officer is either killed, missing, or so seriously ill or injured as to be unable to attend meetings and otherwise perform his/her duties. Any question as to whether a particular officer can be deemed to have an "inability to act" shall be settled by the governing body of the political subdivision or any remaining available members of said body (including standby officers who are serving on such governing body).

m. **"LOCAL EMERGENCY"** means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be, beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat.

n. **"LOCAL GOVERNMENT"** means local agencies as defined in Government Subsection 8680.2 and special districts as defined in California Code of Regulations, Title 19, Subsection 2900(y).

o. **"MULTI-AGENCY or INTER-AGENCY COORDINATION"** means the participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

p. **"OPERATIONAL AREA LEVEL"** means an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area. Each county geographic area is designated as an operational area. An operational area is used by the county and the political subdivisions comprising the operational area for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the state's emergency operation centers and the operation centers of the political subdivisions comprising the operational area, as defined in Government Code Subsection 8559(b) and Section 8605. This definition does not change the definition of operational area as used in the existing fire and rescue mutual aid system.

q. "**OPERATIONAL AREA PLANNING COMMITTEE**" is the organization established by the Board of Supervisors to oversee the activities of the Riverside County Operational Area. Membership in the committee shall consist of all County Departments and agencies, all political sub divisions within Riverside County, who have signed an Operational Area Agreement.

r. "**PUBLIC HEALTH EMERGENCY**" means an occurrence or imminent threat of an illness or health condition that is believed to be caused by any of the following:
   1. Bioterrorism
   2. The appearance of a novel or previously controlled or eradicated infectious agent of biological toxin
   3. A chemical attack
   4. An intentional or accidental release of chemicals which creates a hazardous materials event.

   And that poses a high probability of any of the following:
   1. A large number of deaths in the affected population.
   2. A large number of serious or long-term disabilities in the affected population.
   3. A widespread exposure to an infectious or toxic agent that poses a significant risk of substantial future harm to a large number of people in the affected population.

s. **"STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)"** means a standardized response to emergencies involving multiple jurisdictions or multiple agencies. It is based upon and uses the principles and components of emergency management including ICS, multi-agency coordination, operational area concept, and established mutual aid systems

t. **"STANDBY SUCCESSORS"** means those standby officers as defined by Government Code Section 8638 *et seq* which have been appointed by the Board of Supervisors to fill the positions of the Board of Supervisors should one or more of its members become unavailable (as defined by Government Code Section 8636) during a State of War Emergency, State of Emergency, or local emergency. The Board of Supervisors shall appoint three standby successors for each member of the Board of Supervisors. The duties of the standby successors are listed in Government Code Section 8641.

u. **"STATE OF WAR EMERGENCY"** means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning

from the federal government indicating that such an enemy attack is probable or imminent.

Section 2.2. Other terms used herein shall have meanings as used in the California Emergency Services Act and the County's Emergency Operations Plan, hereinafter referred to as the County's Emergency Plan.

ARTICLE III. EMERGENCY MANAGEMENT ORGANIZATION

Section 3.1. The Riverside County "Emergency Management Organization" consists of all officers and employees of the County of Riverside, its agencies, and of the cities and special districts of Riverside County, together with all volunteers and all groups, organizations and persons commandeered under the provisions of the California Emergency Services Act and this ordinance, with all equipment and material publicly owned, volunteered, commandeered or in any way under the control of the aforementioned personnel, for the support of the aforementioned personnel in the conduct of emergency operations.

Section 3.2. The Riverside County Emergency Management Organization shall be activated, and function only:

a. Upon the existence of a "State of War Emergency";
b. Upon the declaration by the Governor of the State of California, or of persons authorized to act in his/her stead, of a "State of Emergency" affecting and including Riverside County; or
c. Upon the declaration of a "Local Emergency" by the Board of Supervisors of Riverside County, or by persons herein authorized to act in its stead.
d. Upon the declaration of a "Public Health Emergency" by the Board of Supervisors of Riverside County, or by persons herein authorized to act in its stead.
e. Two or more cities within the Operational Area have declared or proclaimed a local emergency.
f. The Operational Area is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement;
g. The Operational Area has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.

Section 3.3. The Emergency Management Organization shall be composed of such elements as are provided for in the County of Riverside Emergency Operations Plan. The Emergency Operations Plan shall provide for the organization of the Emergency Management Organization, utilizing the concepts of the Standardized Emergency Management System (SEMS). The Officers of the County of Riverside shall have the duty

and authority to plan for the mobilization, operation and support of that segment of the Emergency Management Organization for which each is responsible as provided for in the Emergency Plan.

ARTICLE IV. DISASTER COUNCIL

Section 4.1. The Chair of the Board of Supervisors shall serve as the Chair of the Disaster Council.

Section 4.2. The line of succession for Chair of the Board In their absence, or upon their inability to act, the Chair of the Board shall automatically be succeeded as Chair of the Disaster Council by the following officials in the order named:

a. Vice-Chair, Board of Supervisors;
b. Remaining County Supervisors in the sequence of the numbers of their respective Supervisorial Districts, unless said Board shall otherwise determine;
c. Standby Officers are excluded from the line of succession for the Chairman of the Board of Supervisors, unless said Board shall otherwise determine.

Section 4.3. The Riverside County Disaster Council consists of the following persons:

a. Chairperson - Board of Supervisors
b. Disaster Council Chair of each incorporated city in Riverside County;
c. County Executive Officer
d. District Attorney
e. County Counsel
f. Director - DPSS
g. County Fire Chief
h. Sheriff
i. CHA Director
j. Director - Human Resources
k. Director - County Flood Control
l. Director – TLMA
m. Director – Public Health
n. Director – Mental Health
o. Additional members may be appointed by the Board of Supervisors and may include:
    1. Military Representative
    2. County Superintendent of Schools
    3. The American Red Cross
    4. Such additional individuals or businesses of Riverside County as the Board of Supervisors may appoint as "members at large".
n. The Deputy Director, Office of Emergency Services or designee shall be the Secretary and provide technical guidance.

Section 4.4. The Disaster Council shall have power to:

a. Elect a Vice-Chair and such other officers as it shall deem necessary;
b. Enact its own rules of procedures;
c. Review and recommend for adoption to the Board of Supervisors those emergency and

mutual aid plans, agreements, ordinances, resolutions, and regulations as it shall deem necessary to implement such plans and agreements, and any necessary amendments to those documents.

Section 4.5 Additional duties of the Disaster Council include:

a. Assess and coordinate disaster related training relating specifically to the unincorporated areas of the County of Riverside.
b. Develop plans for meeting any condition constituting a local emergency or state of emergency, including, but not limited to, earthquakes, natural, or manmade disasters.
c. Evaluate the potential hazards within the County and assist in the development of response plans relating to those hazards.
d. Review and approve the County of Riverside Emergency Operations Plan.
e. Develop and approve plans providing for the effective mobilization of all of the resources within the political subdivision, both public and private.
f. By ordinance, provide for the organization, powers and duties, divisions, services, and staff of the County's emergency organization.
g. Act as an advisory board to the EOC Policy Group during a declared disaster as deemed necessary by the Chairperson of the Board or the Director of Emergency Services.
h. Certify Disaster Service Workers through the County Office of Emergency Services under authority of Section 3211.9 of the California Labor Code.

Section 4.6. The Disaster Council shall meet annually or upon call of the Chair, or in his/her absence or inability to call such a meeting, upon the call of the Vice-Chair.

Section 4.6. During a "State of War Emergency", "State of Emergency" or a "Local Emergency", the Chair of the Disaster Council or the Director of Emergency Services may call upon the Disaster Council to meet with the EOC Policy Group to act as an advisory group on issues as determined by the Director of Emergency Services or the Disaster Council Chair.

ARTICLE V. DIRECTOR OF EMERGENCY SERVICES

Section 5.1. The Director of Emergency Services shall mean that person designated in a resolution adopted pursuant to Government Code Section 8610 by the Board of Supervisors to provide direction and control of the Riverside County Emergency Organization, during times of emergency or disaster. The County Chief Executive Officer shall be the Director of Emergency Services.

Section 5.2. The line of succession for the Director of Emergency Services, in the absence of the County Chief Executive Officer, or inability to act, shall automatically be succeeded by the following officials in the order named. A designee may not fill the position of Director of Emergency Services without the approval of the County Chief Executive Officer or the Chair of the Board of Supervisors.

a. Assistant County Chief Executive Officer
b. Sheriff
c. County Fire Chief

d. Public Health Officer
e. Director - TLMA
f. Director - Public Social Services (Welfare)

Section 5.3. The Director of Emergency Services shall have the following powers and duties:

a. To make key appointments, subject to the approval of the Board of Supervisors, within the Emergency Management Organization;
b. Request the Board of Supervisors to proclaim the existence of a "Local Emergency" if said Board is in session, or to issue such proclamation if said Board is not in session. Whenever a "Local Emergency" is proclaimed by the Director of Emergency Services, the Board of Supervisors shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect;
c. During the existence of "State of War Emergency", or the proclaimed existence of a "State of Emergency" or a "Local Emergency" affecting Riverside County or the Riverside County Operational Area to:
    1. Control and direct the activities of the Riverside County Emergency Management Organization;
    2. Use all County resources for the preservation of life and property and to reduce the effects of emergency;
    3. Resolve questions of authority and responsibility that may arise in emergency operations;
    4. Obtain vital supplies, equipment and other resources needed for the preservation of life and property by either binding the County for the fair value thereof or by commandeering same;
    5. To delegate to elected and appointed officials of the County of Riverside such duties and authorities as he deems necessary;
    6. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by any conditions proclaimed as provided herein;
    7. To require emergency services of any county officer or employee, and to command the aid of as many citizens of the County of Riverside as the Director deems necessary in the execution of his/her duties;
    8. To exercise complete authority over the County and to exercise all police power vested in the County by the Constitution and general laws;
    9. In addition to the powers granted herein, the Director of Emergency Services shall have such powers incidental to the performance of said duties as shall be necessary to allow for the carrying out of the Emergency Plan of the County of Riverside, it being the intent that the enumerated powers herein are not intended to be limitations upon the Director's powers.

ARTICLE VI. RESPONSIBILITIES OF THE FIRE CHIEF

Section 6.1. The Fire Chief, through the Deputy Director, Office of Emergency Services (or designee), shall, prior to the existence of a "Local Emergency":

a. Support and coordinate the activities of Operational Area, the Operational Area Planning Committee, and its subcommittees;

b. Develop, coordinate, and bear primary responsibility for basic planning to provide for the use of all governmental entities, resources and equipment; all commercial and industrial resources; and all such special groups, bodies and organizations as may be needed to support disaster operations;
c. Develop and coordinate such emergency training programs and exercises as may be needed;
d. Develop and coordinate a public information program designed for self-protection;
e. Coordinate planning and training with federal, state, and other county and city emergency agencies, Red Cross, and with appropriate elements of the Armed Forces;
f. Develop such standby ordinances, rules and regulations as planning may dictate as being necessary and shall bring said instruments to the Board of Supervisors, recommending their enactment;
g. Recommend to the Riverside County Disaster Council matters for consideration within the purview of said Council's responsibilities;
h. Recommend to the Board of Supervisors matters of policy for consideration insofar as they relate to the planning process for emergency services;
i. Assign duties and authorities to personnel of the Office Emergency Services;
j. Implement the Standardized Emergency Management System (SEMS) as the method of organization in all said plans and activities;
k. Ensure that the County's Emergency Plan is kept up to date, and that current emergency management concepts are applied.

Section 6.2. During a "State of War Emergency" or of a "State of Emergency" or "Local Emergency" affecting Riverside County, the Fire Chief, through the Deputy Director, Office of Emergency Services shall:
a. Serve as staff advisor to the Director of Emergency Services and the EOC Policy Group;
b. Recommend to said Director of Emergency Services operating decisions and policies in the operation of the County Emergency Management Organization;
c. Provide for the coordination and facilitation of personnel and materiel resources as directed by said Director of Emergency Services;
d. Perform such duties, in the scope of disaster management, as may be assigned by said Director of Emergency Services

ARTICLE VII. COUNTY OFFICE OF EMERGENCY SERVICES

Section 7.1. There is hereby created the Riverside County Fire Department, Office of Emergency Services, which is responsible for the administration of all matters relating to the County's emergency management program to include the plan writing and review of the County's Emergency Operations Plan.

Section 7.2. There is hereby established the position of Deputy Director, Office of Emergency Services (OES) which shall be filled by appointment by the Fire Chief and ratified by the Board of Supervisors.
a. This position shall administer the day-to-day activities of the County Office of Emergency Services and will be responsible to ensure emergency management duties under the State Office of Emergency Services (OES) and Federal Emergency

Management Agency (FEMA) guidelines are applied wherever applicable;
b. The County Fire Chief, the Deputy Director, the County Chief Executive Officer, shall act as "applicant agent" to the State Office of Emergency Services or Federal Emergency Management Agency;
c. The Deputy Director, OES shall report to the County Fire Chief;
d. The Deputy Director, OES, or a designated member of his/her staff, will attend any multi-agency coordination meetings to provide the briefing on the nature and scope of the disaster, the progress made to date on control measures and the status of available resources;
e. The Deputy Director, OES, or designed staff member will serve as a technical advisor to the Riverside County Director of Emergency Services and any multi-agency coordination meetings.

ARTICLE VIII. RIVERSIDE COUNTY OPERATIONAL AREA

Section 8.1. The "Riverside County Operational Area" is an intermediate level of the state emergency services organization consisting of the County of Riverside, all political subdivisions, and those special districts that have signed an agreement and become part of the Operational Area within the geographic boundaries of Riverside County. The "Riverside County Operational Area" is used for the coordination of emergency activities and to serve as the link in the system of communications and coordination between the state's emergency operation centers and the emergency operation centers of the county and the political subdivisions comprising the "Riverside County Operational Area".

Section 8.2. The county government shall serve as the lead agency of the "Riverside County Operational Area" unless another member agency of the operational area assumes that responsibility by written agreement with county government.

Section 8.3. The operational area authority and responsibility under the Standardized Emergency Management System shall not be affected by non-participation of any local government(s) within the operational area.

Section 8.4. As the lead agency, the county government shall:
a. Coordinate information, resources and priorities among local governments within the operational area.
b. Coordinate information, resources and priorities between the regional level and the local government level. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems.
c. Use multi-agency coordination to facilitate decisions for overall operational level emergency response activities.
d. Provide for an Operational Area EOC, which may be co-located with the County EOC.
e. Coordinate resources within the county not covered by normal law or fire mutual aid.

Section 8.5. The Operational Area EOC shall be activated and SEMS used when any of the following conditions exist:
a. A local government within the Operational Area has activated its EOC and requested activation of the Operational Area EOC to support emergency operations;

b. Two or more cities within the Operational Area have declared or proclaimed a local emergency;
c. The county and one or more cities have declared or proclaimed a local emergency;
d. A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in Government Code Section 8558(b);
e. A state of emergency is proclaimed by the governor for the county or two or more cities within the Operational Area;
f. The Operational Area is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement;
g. The Operational Area has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.

Section 8.6. The Operational Area Planning Committee (OAPC) is established by the Board of Supervisors to oversee the activities of the Riverside County Operational Area. Membership in the committee shall consist of designated County Departments, all cities within Riverside County, and all Special Districts who have signed an Operational Area Agreement. The OAPC shall establish a set of by-laws governing membership, voting, and grant review and funding policies.

Section 8.7. The Operational Area Planning Committee is responsible for the oversight of all grant funds directed to the Operational Area from various federal and state agencies sources. The Operational Area Planning Committee shall establish subcommittee(s) as needed to determine the scope of these grants, the method of distribution of these funds, and to review and approve requests for these funds.

ARTICLE IX. POWERS OF SUCCESSION

Section 9.1. Each person who shall succeed to each position of office as provided herein, and as provided in the Emergency Operations Plan of the County of Riverside, shall assume all of the powers and duties of the office succeeded to immediately upon such succession.

ARTICLE X. ORDERS OF MEMBERS

Section 10.1. During the existence of a "State of War Emergency" or a proclaimed "State of Emergency" or "Local Emergency" affecting Riverside County, each member of the County Emergency Management Organization shall have authority to require that all persons shall follow reasonable orders given within the scope of functions in order to execute the Emergency Plan of the County of Riverside, and the willful failure of any person to follow such reasonable order or orders shall be a misdemeanor punishable by a fine of not more than $1,000.00 or by imprisonment for not more than 6 months or both.

ARTICLE XI. CONTINUITY OF GOVERNMENT

Section 11.1. The line of succession for key personnel of the government of the County of Riverside shall be:

a. In the absence of the Chair of the Board of Supervisors, or upon inability to act, the Chair of the Board shall automatically be succeeded by the following officials in the order named:
   1. Vice-Chairman of the Board of Supervisors
   2. The remaining County Supervisors followed consecutively in the sequence of the numbers of their respective Supervisorial Districts
b. Standby Officers are excluded from the line of succession for the Chairman of the Board of Supervisors.
c. For other elected officials, in order of descending authority among existing subordinates, and thereafter as provided by the Board of Supervisors.

Section 11.2. Standby Officers

a. Each member of the Board of Supervisors, pursuant to Section 8638 of the Government Code, has the authority to appoint one to three standby officers to act as a successor for that member of the Board.
b. Standby Officers shall be appointed yearly.
c. If more than one Standby Officer is appointed by a Board member, the Standby Officers shall be designated as successor 1, 2, and 3.
   1. Standby Offices shall succeed their Board member based on their designation.
d. In accordance with Section 8640 of the Government Code, each Standby Officer shall take an oath of office required for the position they have been selected for as a successor.

Section 11.3. The City of Indio is hereby designated as the alternate seat of government for the County of Riverside. The alternate seat shall be used at the determination of the Board of Supervisors or the Director of Emergency Services when there is no ability to continue with County business from a location within the general jurisdiction of the City of Riverside due to war or peacetime emergencies. If the alternate seat for the County of Riverside is activated, all business of the County transacted there shall be legal and binding as if transacted at the county seat.

Section 11.4. Two emergency operating centers shall be maintained to meet emergency contingencies, and shall be maintained in accordance with Board Policy H-14. One of these is to be located at the county seat and the other at the alternate seat of government.

ARTICLE XII. EMERGENCY PROCLAMATIONS

Section 12.1. By resolution adopted pursuant to this Article, the Board of Supervisors shall designate a Director of Emergency Services. The Director of Emergency Services shall have the power to declare a proclamation of a "State of Emergency" or "Local Emergency".

Section 12.2. If the Board of Supervisors is in session, the Director of Emergency Services shall request that the Board of Supervisors proclaim the existence or threatened existence of a "local emergency," and recommend that the Board of Supervisors request that the Governor proclaim a "state of emergency" when, in the opinion of the Director of Emergency Services, the locally available resources are inadequate to cope with the emergency.

Section 12.3. In the event the Board of Supervisors is not in session, the Director of Emergency Services shall have the authority to issue a proclamation of a "local emergency".

Section 12.4. Whenever the Director of Emergency Services proclaims a "Local Emergency", the Board of Supervisors shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect.

Section 12.5. The Board of Supervisors must review, at least every 14 days, the continuing existence of the emergency. They must also terminate the emergency declaration at the earliest possible date that conditions warrant.

ARTICLE XIII. POWERS AND AUTHORITY OF THE COUNTY HEALTH OFFICER

Section 13.1. The County Health Officer may declare a "Public Health Emergency" in the County or any area in the County when there has been a event as described in Section 2.1 (l) of this ordinance and/or as defined in Section 101080 of the California Health and Safety Code and health officer reasonably determines that the event is an immediate threat to the public health, the local health officer may declare a public health emergency in the county or any area thereof affected by the threat to the public health.

Section 13.2. The "Public Health Emergency" declaration shall not remain in effect for a period in excess of seven days unless the board of supervisors has ratified it.

Section 13.3. The Board of Supervisors shall review, at least every 14 days until the local health emergency is terminated, the need for continuing the local health emergency and shall proclaim the termination of the local health emergency at the earliest possible date that conditions warrant the termination. They must also terminate the declaration at the earliest possible date that conditions warrant.

Section 13.4. Section 101040 of the California Government Code states that the County Health Officer may take any preventive measure that may be necessary to protect and preserve the public from any public health hazard during any "state of war emergency," "state of emergency," or "local emergency," as defined by Section 8558 of the Government Code, within his or her jurisdiction. "Preventive measure" means abatement, correction, removal, or any other protective step that may be taken against any public health hazard that is caused by a disaster and affects the public health. Funds for these measures may be allowed pursuant to Sections 29127 to 29131, inclusive, and 53021 to 53023, inclusive, of the Government Code, and from any other money appropriated by a County Board of

Supervisors or a City governing body to carry out the purposes of Section 101040. The County Health Officer, upon consent of the County Board of Supervisors or a City governing body, may certify any public health hazard resulting from any disaster condition if certification is required for any Federal or State disaster relief program.

Section 13.5. The County Health Officer shall manage the event in accordance with the Standardized Emergency Management System (SEMS), which is the official statewide method for disaster response management. According to the Emergency Services Act section 8607 (e) (1), "each local agency, in order to be eligible for any funding of response-related costs under disaster assistance programs, shall use the standardized emergency management system to coordinate multiple jurisdiction or multiple agency operations."

Section 13.6. The County Health Officer shall establish a line of succession for the position of County Health Officer.

Section 13.7. In the absence of a County Health Officer or designee, the County Director of Emergency Services shall act as and have the authority of the County Health Officer.

ARTICLE XIV. PENALTIES

Section 14.1. It shall be a misdemeanor and shall be punishable by a fine of not more than $1,000 or by imprisonment for not more than 6 months, or both, for any person during an emergency:

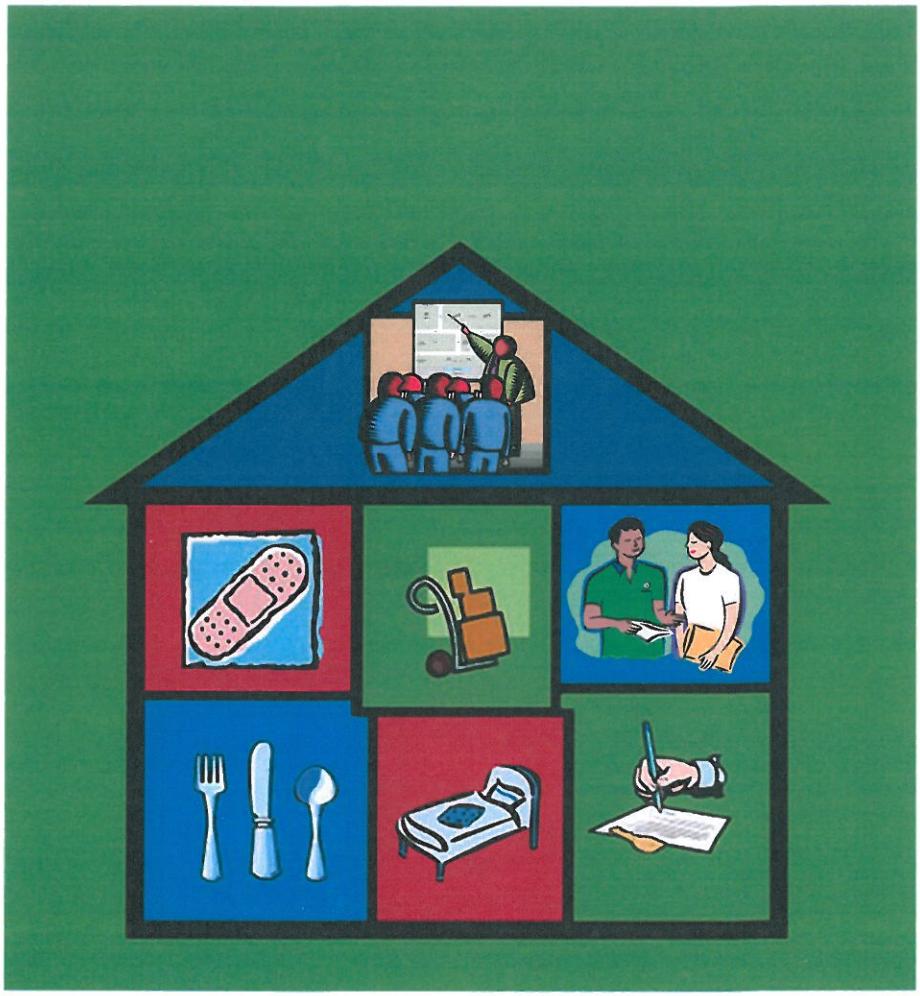
a. Willfully to obstruct, hinder or delay any member of the Riverside County Emergency Management Organization in the enforcement of any lawful rule, regulation or order issued pursuant to this ordinance, or in the performance of any duty imposed upon by virtue of this ordinance;
b. To do any act forbidden by any lawful rule, regulation or order issued pursuant to this ordinance; if such act is of such a nature as to give, or be likely to give, assistance to the enemy, or to imperil life or property, or to prevent, hinder, or delay the defense or protection of person or property;
c. To wear, carry or display, without authority, any means of identification specified by the County of Riverside and/or disaster agencies of the Federal or State Governments.

ARTICLE XV. SEVERABILITY

Section 15.1. If any provision of this chapter or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications, and to this and the provisions of this chapter are declared to be severable.

Adopted: 533 Item 37 of 08/24/1771 (Eff: 09/23/1971)
Amended: 533.1 Item 6.1 of 06/10/1975 (Eff: 07/10/1975)
533.2 Item 3.4 of 07/02/1985 (Eff: 08/01/1985)
533.3 Item 3.9 of 11/15/1988 (Eff: 12/15/1988)
533.4 Item 3.4 of 08/15/1995 (Eff: 09/14/1995)

533.5 Item 3.52 of 08/23/2005 (Eff: 09/22/2005)



Shelter Field Guide

FEMA P-785

FEMA

American Red Cross

Shelter Field Guide

With contribution from:

American Red Cross
Federal Emergency Management Agency
Missouri State Emergency Management
New York City Department of Homeless Services
San Francisco Department of Emergency Management

Shelter Staff

A communication plan for shelter staff should include the following:

- Supervisors should check-in regularly with their staff.
- The Shelter Manager should conduct daily staff meetings to ensure that information is shared among all staff and volunteers working in the shelter.
  - Brief shelter staff on how to work with the media and how to handle media questions/interviews (e.g., speak only to the facts that you know).
  - Remind staff of the procedures for handling donations of monetary and material goods.

General Public

A communication plan for the general public should include the following:

- Provide the following information to the general public:
  - Where to go for shelter
  - What people seeking shelter should bring with them (e.g., blanket, towel, air mattress, pillow, washcloth, prescription medications, durable medical equipment, diapers, food and supplies for infants), if these items are not immediately available at the shelter
- Be cautious about requesting material donations or volunteers from the general public. The shelter could quickly become inundated with material donations or unqualified volunteers. Consult with your supporting agency or local EOC prior to requesting resources from the community, such as volunteers with specific skills.
- Contact your supporting agency or local EOC for guidance if dignitaries or other officials and representatives of special interest groups visit the shelter.

Media

A communication plan for the media should include the following.

- Balance the media's desire to publicize the disaster response with the privacy rights of the residents.
- Post signage requiring all media to check in through the registration desk.
- Notify the Shelter Manager when media arrive, and have a staff member accompany them to explain shelter operations and rules as well as to answer questions.

- Ensure that the media follows these rules:
  - Do not conduct interviews in the dormitory during quiet hours.
  - Do not take close-up photos or videos of people without obtaining written permission.
  - Do not by-pass the registration check-in area.
  - Display proper media identification at all times.
- Allocate a private area for media interviews away from the shelter population.
- Designate a shelter spokesperson at the facility to answer questions from the media. The spokesperson should answer only those questions that pertain to that particular shelter. Shelter staff should direct all media inquiries to the spokesperson so that there is consistent messaging.
- Identify one or two residents willing to talk about their experience versus having the media randomly interview people in the shelter.

Supporting Agency and Local EOC

A communication plan with your supporting agency and the local EOC should include the following:

- Communicate regularly with your supporting agency and/or local EOC.
- Determine the information that must be reported to the local EOC and how often. The following items are traditionally monitored/reported:
  - Number of overnight residents
  - Number of new registrations
  - Demographic information of shelter population
  - Feeding numbers (numbers of people served at each meal)
  - Supply inventories and projected requirements
  - Staff count (and anticipated staff shortages/overages)
  - Types of services available at the site (e.g., household pet care and feeding of non-residents)
  - Any other issues to report (e.g., resource issues, communication problems, facility problems, security issues, shelter population problems)
- Determine significant shortfalls of available and projected resources and communicate requirements to your supporting agency or the local EOC.

INTERNATIONAL ASSOCIATION OF VENUE MANAGERS, INC.

American Red Cross

MEGA-SHELTER PLANNING GUIDE

A Resource and Best Practices Reference Guide

A Product of the IAVM Life Safety Council

A Curriculum of the Academy for Venue Safety & Security

October 1, 2010

IAVM Foundation

This project was funded in part by a generous grant from the IAVM Foundation.

Section 5: Public Information/ Public Affairs/ Media Relations	Considerations:	Supporting Tasks:	Resources:
		○ A person's ability to act as the "face" of the shelter ○ What he/she is authorized to discuss ○ Ability to attend operational briefings and receive shelter updates	
Media areas			
	What is the plan for media access to the shelter?	• Consider only allowing media access to the inside of the shelter if escorted by media relation staff.	
	What designated areas are needed for media relations/public affairs?	• Determine what spaces are needed to support media relations/public affairs. Consider the following: ○ Area for press conferences & interviews ○ Work space for public affairs staff ○ Media parking ○ Broadcast trucks • Determine where the media areas will be located based on the facility's blueprint. Consider the following: ○ Working area/media compound that allows for a designated media entrance (e.g. restricted access, close in proximity to a separate entrance to the facility, removed	• **SEE PARKING & TRAFFIC CONTROL, SECTION 4**

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Section 5: Public Information/ Public Affairs/ Media Relations	Considerations:	Supporting Tasks:	Resources:
		from the public/resident entrance) o Areas that allow for resident privacy o Access to existing logistical support for media such as telephone lines (e.g. press rooms) o Broadcast truck area with pre-existing power & connectivity	
	What physical resources are needed to support public affairs?	• Determine requirements such as: o Power o Connectivity o Microphones o Staging/risers o Podium o Pipe & drape o Mult boxes, additional AV needs o Tables & chairs • Identify existing and additional sources.	
Dissemination of information			
	What information does the general public need?	• Consider the following general information needs: o Location of assistance centers o Public health and safety messages	

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Section 5: Public Information/ Public Affairs/ Media Relations	Considerations:	Supporting Tasks:	Resources:
		○ Explanation of shelter services ○ Shelter location ○ Donation locations ○ Donations needed/accepted ○ Volunteer opportunities (e.g. What can the public do to help?)	
	What method of dissemination will be utilized to communicate information to the general public?	• Consider the following: ○ Press releases ○ Media alerts ○ Website updates ○ Social media tactics ○ Press briefings ○ Community events	
	What information do the shelter residents need?	• Consider the following: ○ Presence of news media in the shelter ○ Anticipated closing of the shelter ○ Transportation arrangements ○ Personal needs at the shelter (e.g. what to bring, expectations, prohibited items) ○ License and identification policies (e.g. Citizenship proof is not required.)	

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Section 5: Public Information/ Public Affairs/ Media Relations	Considerations:	Supporting Tasks:	Resources:
Media access to clients & to specific areas			
	In what exterior areas can the media be located that maintain the privacy of the shelter residents?	• Consider the following: ○ Visual of the main entrance ○ Branding ○ Cabling and equipment needs ○ Designated access points ○ Protection from the elements	
	To what interior areas can the media have access while maintaining the privacy of shelter residents?	• Consider the following: ○ Resident privacy ○ Timing ○ Shelter schedule ○ Escort or guide for media ○ Single feed to audio/visual • Consider a holding area for media personnel to wait in before media escort has arrived.	
	What areas could be inappropriate to film?	• Consider the following: ○ Health/mental health services ○ Dormitory ○ Bathing areas ○ Casework areas (be considerate of client privacy)	

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Section 5: Public Information/ Public Affairs/ Media Relations	Considerations:	Supporting Tasks:	Resources:
		○ Children's area (ensure guardian permission)	
	What are the roles, skills, and responsibilities of a media escort?	• Consider the following: ○ Negotiation ability with media personnel ○ Commitment to maintaining client privacy ○ Creativity (alternative camera angles) ○ Public speaking ○ Familiarity with shelter residents ○ Familiarity with restricted areas	
Celebrity & VIPs			
	What is the plan for addressing celebrity and VIP visits?	• Appoint someone to oversee celebrity and VIP guests, consider the following: ○ Understand the intention of their visit (e.g. site tour, volunteer opportunity, etc.). ○ Coordinate the timing of the visit with the shelter schedule. ○ Consider designating a photographer. ○ Designate an escort for the entire visit. ○ Is the VIP okay with media/public	

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Emergency Services
Department of Social Services

CARE AND SHELTER PLAN

1998

Public Information

The department may need to release informational announcements to the public during and after a disaster. All public information announcements will be referred to the Shasta County Public Information Officer for coordination and approval before release to the public. To the extent possible, interviews during a disaster will also be cleared with the Public Information Officer.

During and following a disaster, normal clearances may not be possible. News media representatives may walk into shelters and service centers expecting to talk to someone regarding services. Should a Red Cross representative not be available, the Social Services staff is authorized to speak to the media regarding activities in the shelters following Red Cross media guidelines. These media guidelines are:

- All interviews will first be approved by the shelter or service center manager.
- Staff may only give answers concerning their assignment.
- Staff may not guess at information, but will only provide facts.
- Disaster victims will not be shown on TV or interviewed without their permission.

Interviews usually take place outside the shelter. Social Services staff will not discuss operations except in the specific location where the employee is working. Any questions regarding shelter activities will be referred to the Care and Shelter Liaison for coordination with the Shasta County Public Information Officer.

For example: An employee could say that he/she works for Social Services, is working in the shelter, and explain his/her duties in the shelter. However, the employee could not speak regarding Social Services departmental operations.

AFTER DISASTER OPERATIONS

Employee Debriefing

Employees who work on disaster assignments will be debriefed as to their experiences. The results of these job debriefings will be included in the After Action Report prepared by the Care and Shelter Branch Coordinator.

After-Action Report

Following any major disaster, the Care and Shelter Branch Coordinator will prepare an After Action Report. The report will include a brief description of the events, a description of the Social Services role in the event, the impact on departmental operations, lessons learned, and a corrective action list. This will be forwarded to the Plans Chief for inclusion in the Action Plan documentation.

Emergency Services
Department of Social Services

CARE AND SHELTER PLAN

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Avoiding Total Disaster: The Law and Emergencies

Disaster Preparedness Training for Local Government Legal Advisors

Playbook Part 8

Entry Private Property & Abate Unsafe

RIGHT OF ENTRY PERMIT AND RELEASE AGREEMENT FOR PROVIDING DEBRIS REMOVAL ON PRIVATE PROPERTY
For Imminent Threat to Public Safety

This Right of Entry and Release Agreement (hereinafter "Agreement") is made and entered into by and between the [City or County] ("[City or County]") and _____, ("Owner"); and,

[clearly print name(s) of each property owner]

WHEREAS, On or about _____, a local emergency was declared known as _____; and,

WHEREAS, As a consequence of the above named emergency, Owner(s) of the real property located at:

_____
_____
[City or County], CA

(collectively known as the "Premises") has requested assistance from [City or County] to clear and/or remove emergency related debris, natural materials, or wreckage from the Premises; and,

WHEREAS, [City or County] agrees that the conditions of the Premises present an imminent threat, and that providing the requested help is in the public interest and is necessary to remove or reduce immediate threats to public or private property and/or public safety.

NOW THEREFORE, in consideration for [City or County]'s aid in debris removal on the Premises, [City or County] and Owner hereby agree to the following:

1. **OWNER** grants to [City or County] and its authorized representatives a Right of Entry ("Permit") over, on, and around the Premises in order to provide the requested help. This may also include access to the interior of the home.

2. **[City or County]** agrees to clear and/or remove debris, natural materials, or wreckage that pose an immediate threat to public safety at no cost to Owner. Owner understands that there may be further debris removal necessary and that Owner will be responsible for clearing debris from the property beyond that which [City or County] determines would pose an imminent threat to public safety.

3. **OWNER** agrees to hold [City or County] and its authorized representatives harmless and from any and all claims and demands of any kind, nature, and description whatsoever and from any and all liabilities, damage, injuries, action, or causes of action, either at law or in equity, which Owner has or in the future may have against [City or County] and/or its authorized representatives which arises out of or is in any way related to or connected with the debris removal/abatement on and/or around the Premises.

4. **[City or County]** and **OWNER** understand and agree that the release agreed to herein shall be a full and final release that applies to all known and unknown and unanticipated claims, as well as any injuries to properties and persons arising out of or in any way related to or connected with the debris removal/abatement. [City or County] and Owner waive all rights or benefits which either may now have or in the future may have under the provisions of Section 1542 of the California Civil Code, which provides:

> "A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her would have materially affected his or her settlement with the debtor or released party."

5. The Right of Entry will go into effect on the date signed by Owner or Owner's authorized representative and will continue in effect until the debris removal/abatement is completed on the Premises.

6. Owner warrants that he or she has read the foregoing and fully understands it and further warrants that he or she has an

ownership interest in the Property identified above and is authorized to execute this Agreement.

OWNER

Date Signed: _____ By: _____
[SIGNATURE OF OWNER]

Date Signed: _____ By: _____
[SIGNATURE OF ADDITIONAL OWNER IF REQUIRED]

[City or County]

_____
Director of Emergency Services

APPROVED AS TO FORM

BY: _____
[Attorney's Full Name] Date
[City Attorney or County Counsel]

RIGHT OF ENTRY PERMIT
FOR EMERGENCY RELATED DEBRIS REMOVAL
ON PRIVATE PROPERTY

I, _____ ("Owner"), hereby permit the [City or County] ("[City or County]"), its officers, elected officials, employees, agents, contractors, and subcontractors, to enter upon Owner's property commonly identified as: _____, [City or County], CA ("Premises"), subject to all licenses, easements, encumbrances, and claims of title affecting the Premises upon the following terms and conditions:

This is not a request for a permanent easement and/or right of way and the permission granted will automatically terminate upon completion of the Work, as determined at the discretion of [City or County], its officers, employees, designees, and/or permittees.

1. **Grant of Right-of-Entry.**
    a. Permission is hereby granted and Owner hereby grants to [City or County], State of California, Federal Government, and all of their officers, employees, agencies, designees, and/or permitees, a right-of-entry ("Permit") over the Premises for the purpose of inspecting the Premises, testing materials on the Premises, removing, clearing, hauling, and/or disposing of any and all emergency generated debris of whatever nature including, but not limited to, ash, trees, or other natural material, vehicles, construction debris, waste, or other materials from the Premises, subject to the terms and conditions set forth in this Permit.
    b. Owner understands and accepts that the entity performing debris removal on behalf of [City or County] will determine on a case-by-case basis what materials qualify as "debris" to be removed from the site pursuant to the removal program and that trees deemed hazardous to work crews may also be removed

pursuant to this Permit.

c. Owner understands that this Permit does not create any obligation on [City or County] to perform inspection, testing, or debris clearance.
d. Owner understands that [City or County] will undertake no clean-up action until this Right-of-Entry permit is signed and returned. Owner understands that participation in this program shall not operate to either require or prohibit [City or County] from later deeming a condition remaining on the property a public nuisance.
e. Owner will not be charged for the work conducted by [City or County], the State of California, the Federal Government, or all of their officers, employees, agencies, contractors, and subcontractors. However, if Owner received insurance proceeds or compensation from any other source for debris removal, Owner's obligation is set out in Section 2 or this Permit.

2. **Private Insurance Coverage.** Most homeowner insurance policies have coverage to pay for the costs of removal of natural disaster generated debris. Owner has an obligation to file an insurance claim if coverage is available in order to avoid duplication of benefits. Owner understands that in the event federal or state financial assistance is received by Owner for purposes of inspection, testing, or removal of debris hereunder, Federal law (42 U.S.C. §5155 *et seq.*) and State law (Title 19, Division 2, California Governor's Office of Emergency Services, Chapter 6, Disaster Assistance Act) require Owner to reimburse [City or County] for the cost of removing emergency generated debris to the extent covered in Owner's insurance policy. Owner also understands that, when requested, Owner must provide a copy of the insurance policy, proof/statement of loss and settlement agreement from Owner's insurance company to City.

Owner does___ does not___ have homeowner's or other similar insurance. If Owner indicates that Owner does not have such insurance, Owner certifies under penalty of perjury that there was no insurance.

Insurance Company: _____
Policy Number: _____
Agent Name: _____
Agent Phone Number: _____

3. **Duplication of Benefits**. Owner ___has ___has not and ___will ___will not receive(d) any compensation for debris removal from any other source including Small Business Administration (SBA), individual and family grant program or any other public assistance program. Owner will advise [City or County] in writing within 10 days of receipt of any insurance settlements for debris removal. Owner further agrees to reimburse [City or County] within 30 days of receipt of any such insurance settlements for for the cost of debris removal conducted by [City or County]. In the event insurance proceeds are less than the cost of debris removal incurred by [City or County], Owner will not be responsible for the difference. If the insurance proceeds exceed [City or County]'s cost of debris removal, Owner will keep any excess proceeds. Owner understands that all disaster related funding, including that for debris removal from private property, is subject to audit.

4. **Release Hold Harmless.** [City or County] shall not be liable for, and Owner shall indemnify and hold harmless [City or County], the State of California, the Federal Government, and any of their employees, elected officials, officers, agents, volunteers, contractors, and subcontractors from any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, attorneys' fees and court costs ("Claims"), which arise out of or are in any way connected to actions arising out of this Permit, and hereby release, discharge, and waive any claims and action, in law or equity, arising therefrom.

5. **No [City or County] Assumption of Liability for Remediation.** In consideration of the assistance [City or County] is providing to Owner under this Permit, at no cost to Owner, [City or County] assumes no liability or responsibility, and Owner shall not seek to recover from [City or County], the United States Government, the Federal

Emergency Management Agency (FEMA), the State of California, or any other agency involved in the remediation of the Premises, or any of their officers, employees, agencies, agents, contractors, subcontractors, and volunteers, the costs of any remediation of damages to the Premises incurred due to actions taken pursuant to this Permit.

6. **[City or County]'s Agents**. Any person, firm or corporation authorized to work upon the Premises by [City or County] shall be deemed to be [City or County]'s agent, and shall be subject to all applicable terms hereof.

7. **Authority.** Owner represents and warrants that it has full power and authority to execute and fully perform its obligations under the Permit pursuant to its governing instruments, without the need for any further action, and that the person(s) executing the Permit on behalf of Owner are the duly designated agents of Owner and are authorized to do so, and that fee title to the Premises vests solely in Owners.

8. **Entire Agreement.** This Permit constitutes the entire agreement between the parties with respect to the subject matter hereof, and all prior or contemporaneous agreements, understandings and representations, oral or written, are superseded.

9. **Modification.** The provisions of this Permit may not be modified, except by a written instrument signed by both parties.

10. **Partial Invalidity.** If any provision of this Permit is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Permit shall not be affected thereby. Each provision shall be valid and enforceable to the fullest extent permitted by law.

11. **Successors and Assigns.** This Permit shall bind and benefit the parties and their successors and assigns, except as may otherwise be provided herein.

12. **Notices.** Any notice required to be given hereunder shall be

deemed to have been given by depositing said notice in the United States mail, postage prepaid, and addressed as follows:

TO [CITY or COUNTY]:

Attention: Public Works Director
[City or County]
Public Works Department
[Street Address]
[City, California, Zip]

TO OWNER:

_____
_____
_____
_____

In Witness Whereof, Owner and [City or County] have executed this Permit effective _____, 20__.

OWNER(S)

_____
By: _____

_____
By: _____

[CITY OR COUNTY]

Director of Disaster Services

ATTEST:

[NAME]
[City Clerk or Clerk of the Board of Supervisors

APPROVED AS TO FORM

BY: _____
[Attorney's Full Name] Date
[City Attorney or County Counsel]

Comment [CTO1]: Again, not sure of the exact signature block needed. Intent behind this permit is for inspection/removal after immediate threats are dealt with but concerns about debris, etc. remain

AUTHORIZATION TO ENTER PREMISES AND RELEASE OF LIABILITY

_____, owner of the property listed below ("Owner"), has been advised by the [City or County] ("[City or County]") that, as a result of the local emergency known as _____ that occurred on _____, the building or facility ("Premises") listed below has been seriously damaged and is unsafe. Owner has been further advised that entry may result in death or injury. Despite these warnings, Owner wishes to enter the Premises. [City or County] hereby authorizes Owner to enter said Premises under the conditions listed below. By permitting entry into the Premises, [City or County] does not waive the provisions of Ordinance No. _____, relating to reconstruction of damaged structures or any other emergency protocols which may be in place during the time of the disaster.

Premises Name: _____

Premises Address: _____
City, California

In consideration for Authorization to enter Premises, Owner agrees to the following:

OWNER hereby unconditionally releases [City or County], its elected officials, officers, employees, agents, and volunteers from any and all liability for damage or injuries he/she may sustain if Premises is reentered; (____) Initial

OWNER hereby acknowledges authorization is granted for the sole purpose of making emergency repairs to protect Premises and its contents; to protect adjoining property; and/or to remove any hazards to public safety**. THIS AUTHORIZATION DOES NOT PERMIT PERMANENT OCCUPANCY OR RESUMPTION OF BUSINESS**; (____) Initial

OWNER hereby agrees to assume the risk of any and all injuries to persons, and for any and all damages to real or personal property of the [City or County], or others, caused in connection with his/her reentry into Premises; (____) Initial

OWNER agrees to defend and hold harmless and indemnify [City or County], its elected officials, officers, employees, agents, and volunteers from all costs and claims for damages to real or personal property or personal injury to any third party in connection with its entry into Premises. (____) Initial

OWNER agrees that so long as [City or County] advises that Premises are unsafe, Owner will insure that no person(s) in their employ or under their direction and control shall enter Premises without first signing a form releasing [City or County] from any liability connected with their entry. (____) Initial

OWNER: Print Name: _____ Title: _____

Signature: _____ Date: _____

PERMISSION TO DEMOLISH PREMISES,
RELEASE & INDEMNITY AGREEMENT
BETWEEN
THE [CITY OR COUNTY]
AND PROPERTY OWNER

A. RECITALS

1. On _____, a disaster described as _____ occurred, causing severe damage to residential and commercial buildings in the [City or County] ("[City or County]") to such an extent that a proclamation of a Local Emergency was made on _____ , 20__ by the [City or County] Director of Disaster Services and then confirmed by the [City or County] [City Council or Board of Supervisors], as a serious emergency existing throughout the [City or County], California;

2. The [City or County] has undertaken Emergency protective measures in response to this disaster event. To save lives, to protect public health and safety, and to protect improved property, said Emergency protective measures include, but are not limited to, demolition of unsafe structures, warning of further risks and hazards, public information on health and safety measures, and actions necessary to remove or to reduce immediate threats to public or private property when in the public interest;

3. Pursuant to Chapter ____ and Chapter _____ of the [City or County] Municipal Code, as well as the emergency [City or County] Ordinances recently enacted, the [City or County] has inspected the structure, building, and premises located at:

_____

_____

[City or County], California

(collectively herein the "Premises"), and determined the Premises to be an imminent hazard to public health and safety and/or to pose an imminent

threat to the public right-of-way; and

4. The [City or County], with the approval and consent of the owner ("Owner") has determined to condemn and at its sole cost and expense to demolish Premises.

B. PERMISSION DEMOLISH

In consideration for the [City or County]'s act of demolishing Premises, thereby acting in the best interests of Owner, the Owner agrees as follows:

1. **Notice/Certification of Danger**. Owner acknowledges having been given timely notice of [City or County]'s:

(1) Determination and by this Agreement its certification to dangerous condition of the Premises;
(2) Its commencement of these abatement proceedings; and,
(3) As a result of that dangerous condition and threat to the public's safety, its intent to demolish the Premises. (____) Initials

2. **Acknowledgement**. Owner acknowledges that [City or County] has or shall condemn Premises and that [City or County] or a contractor appointed by [City or County] shall demolish Premises at [City or County]'s cost and expense, as Premises are an imminent hazard to public health and safety and/or pose an imminent threat to the public right-of-way. (____) Initials

3. **Waiver of Right to Hearing.** Owner is aware of his/her right, pursuant to Chapter ____ of the [City or County] Municipal Code, to a hearing before the [City Council or Board of Supervisors] to contest the [City or County]'s Building Official's findings and the [City or County]'s decision to demolish Premises, but does not desire to pursue an appeal and have that decision to demolish revoked, modified, or overturned under that ordinance, or any other ordinance or law. (____) Initials

4. **Grant of a Right to Enter and Owner's Consent to [City or County] Action to Demolish.** Owner consents to and concurs with the [City or

County]'s decision to demolish Premises. Owner hereby gives the [City or County] the full and complete right to enter onto the land where the Premises is located, and its full consent to demolish the structure as the [City or County] sees fit under these emergency circumstances. (____) Initials

5. **No Insurance.** By initialing this paragraph, the Owner warrants and represents that Premises is not covered by insurance for damage to and for costs of demolition Premises caused by disaster, as referenced above. (____) Initials

6. **Release Hold Harmless.** Owner hereby waives, releases, and discharges [City or County], its [City Council or Board of Supervisors], officers, employees, agents, and contractors, from any and all claims for damages, death, personal injury, or property damage, or other legal theory and/or hereafter accrue to the undersigned as a result of [City or County]'s inspection, determination of dangerous condition, and demolition of the Premises. Owner shall hold the [City or County] harmless and defend the [City or County], its [City Council or Board of Supervisors], officers, employees, and agents from all costs and claims for damages to Premises or any and all property therein. (____) Initials

THIS AGREEMENT IS INTENDED TO BE BINDING ON THE UNDERSIGNED'S HEIRS, SPOUSE, NEXT OF KIN, BENEFICIARIES, PERSONAL REPRESENTATIVES, AND ASSIGNS.

I/WE HAVE READ THE ABOVE DOCUMENT AND SIGN IT VOLUNTARILY:

Dated: _____ _____

Name of Owner(s)

_____

Signature (Title, if corporation)

PERMISSION TO ENTER PREMISES FOR PURPOSES OF ABATEMENT, RELEASE & INDEMNITY AGREEMENT BETWEEN THE [CITY OR COUNTY] AND PROPERTY OWNER

A. RECITALS

1. On _____, a disaster described as _____ occurred, causing severe damage to residential and commercial property in the [City or County] ("[City or County]") to such an extent that a proclamation of a Local Emergency was made on _____ __, 20___ by the [City or County] Director of Disaster Services and then confirmed by the [City Council or Board of Supervisors], as a serious emergency existing throughout the [City or County], California;

2. The [City or County] has undertaken Emergency protective measures in response to this disaster event. To save lives, to protect public health and safety, and to protect improved property, said Emergency protective measures include, but are not limited to, demolition of unsafe structures, warning of further risks and hazards, public information on health and safety measures, and actions necessary to remove or to reduce immediate threats to public or private property when in the public interest;

3. The owner(s) of the property ("Owner") located at:

_____
_____
[City or County], California

(collectively herein the "Premises"), has asked for help in clearing and/or removing debris, natural materials, or wreckage from the Premises; and

4. [City or County] has determined that it is in the public interest to provide the requested help with the Premises and shall do so at its sole cost and expense.

B. PERMISSION TO ENTER PREMISES

In consideration for the [City or County]'s aid in clearing and/or removing debris, natural materials, or wreckage from the Premises, thereby acting in the best interests of Owner, the Owner agrees as follows:

1. **Notice/Certification of Danger**. Owner acknowledges having been given timely notice of [City or County]'s:

(1) Determination and by this Agreement its certification to dangerous condition of the Premises;
(2) Its commencement of these abatement proceedings; and,
(3) As a result of that dangerous condition and threat to the public's safety, its intent to demolish the Premises. (____) Initials

2. **Acknowledgement**. Owner acknowledges that [City or County] has or shall condemn Premises and that [City or County] or a contractor appointed by [City or County] shall demolish Premises at [City or County]'s cost and expense, as Premises are an imminent hazard to public health and safety and/or pose an imminent threat to the public right-of-way. (____) Initials

3. **Waiver of Right to Hearing.** Owner is aware of his right, pursuant to Chapter _____ of the [City or County] Municipal Code, to a hearing before the [City Council or Board of Supervisors] to contest the [City or County]'s Building Official's findings and the [City or County]'s decision to demolish Premises, but does not desire to pursue an appeal and have that decision to demolish revoked, modified, or overturned under that ordinance, or any other ordinance or law. (____) Initials

4. **Grant of a Right to Enter and Owner's Consent to City Action to Demolish.** Owner consents to and concurs with the [City or County]'s

decision to demolish Premises. Owner hereby gives the [City or County] the full and complete right to enter onto the land where the Premises is located, and its full consent to demolish the structure as the [City or County] sees fit under these emergency circumstances. (____) Initials

5. **No Insurance.** By initialing this paragraph the Owner warrants and represents that the Premises is not covered by insurance for damage to and for costs of demolition of the Premises caused by disaster, as referenced above. (____) Initials

6. **Release Hold Harmless.** Owner hereby waives, releases, and discharges [City or County], its [City Council or Board of Supervisors], officers, employees, agents, and contractors, from any and all claims for damages, death, personal injury, or property damage, or other legal theory and/or hereafter accrue to the undersigned as a result of [City or County]'s inspection, determination of dangerous condition, and demolition of the Premises. Owner shall hold the [City or County] harmless and defend the [City or County], its [City Council or Board of Supervisors], officers, employees, and agents from all costs and claims for damages to Premises or any and all property therein. (____) Initials

THIS AGREEMENT IS INTENDED TO BE BINDING ON THE UNDERSIGNED'S HEIRS, SPOUSE, NEXT OF KIN, BENEFICIARIES, PERSONAL REPRESENTATIVES, AND ASSIGNS.

I/WE HAVE READ THE ABOVE DOCUMENT AND SIGN IT VOLUNTARILY:

Dated: _____ _____

Name of Owner(s)

_____

Signature (Title, if corporation)

[CITY OR COUNTY]
PERMISSION TO RESUME BUSINESS, ASSUMPTION OF RISK, RELEASE OF LIABILITY, AND INDEMNITY STATEMENT

IN CONSIDERATION for being permitted to resume business and reenter the Premises and any improvements thereon, as described below ("Premises"), the [City or County] ("[City or County]"), the Undersigned and the undersigned principals and agents as applicable (collectively "Undersigned"), agree as follows:

1. The undersigned is aware that the structure in which he/she is doing business has sustained structural damage in the [describe disaster and date of occurrence];
2. The undersigned is aware and agrees that the Premises shall be expeditiously repaired and reconstructed during any occupancy thereof in accordance with criteria set forth in Title __, Chapter __ of the [City or County] Municipal Code, ("Municipal Code") which requires that structures sustaining damage in excess of certain amounts be reconstructed in part in accordance with current building code requirements. The undersigned shall take all steps reasonable and necessary to comply with the requirements of the Municipal Code while conducting business from Premises.
3. All reconstruction activities shall be performed in a manner which does not threaten the safety of any person entering Premises. The Undersigned shall post the Premises with signs in places readily visible to those entering the Premises, providing notice of any ongoing reconstruction activities.
4. The Undersigned shall thoroughly inspect Premises and equipment to be used thereon, and if Undersigned believes anything is unsafe, the Undersigned shall immediately vacate the Premises and inform [City or County] of said condition on the Premises.
5. The Undersigned will instruct his/her/its principal or employees as applicable that:
    a. The Premises may have sustained damage in [describe disaster and date of occurrence], centered in [location].
    b. Although the [City or County] has allowed Undersigned to return to the usual activities conducted on the Premises, the [City or County] does not and cannot represent or warrant the safety of Premises, and coming on to Premises may involve the

risk of bodily injury, partial and/or total disability, paralysis, and death due to structural failure of the Premises, collapse, falling debris, or other hazards. There may be other risks not known to the [City or County] or Undersigned, or which are not reasonably foreseeable at this time.

6. The Undersigned accepts and assumes such risks and responsibilities for the losses and/or damages following such injury, disability, paralysis, or death, however caused or alleged to be caused in whole or in part by the negligence of [City or County] and its [City Council or Board of Supervisors], officers, employees, and agents.

Initials of the Undersigned _____

7. The Undersigned hereby waives, releases, and discharges [City or County], its [City Council or Board of Supervisors], officers, employees, and agents from any and all claims for damages for death, personal injury, or property damage which the Undersigned may have, or which may hereafter accrue to the Undersigned as a result of occupying the Premises.

Initials of the Undersigned _____

8. The undersigned agrees to be responsible for all injuries to persons and for all damages to real or personal property.

Signatures

_____

[Business or Property Owner] Date

_____

[Business or Property Owner] Date

Denial of Right-Of-Entry

I, _____, am the Owner or duly designated agent of the Owner of the real property commonly known as _____ in the [City or County] ("Premises"). I warrant that I am authorized to execute this document.

I have been advised of and understand that as a result of the declared local emergency known as: _____, [City or County], in conjunction with various agencies, has developed an inspection and debris removal plan for emergency related damages to the Premises. The inspection and debris removal plan calls for the inspection, testing, and removal of emergency related debris of whatever nature including, but not limited to, ash, vehicles, construction debris, trees, or other natural matter, waste, or other materials from the Premises

I understand that as part of the inspection and debris removal plan, [City or County] is seeking my permission to enter the Premises.

By signing this form, I am **denying consent** to [City or County], its elected officials, officers, employees, agents, and volunteers to enter upon the Premises for purposes of performing debris removal.

I understand that by **denying consent** to [City or County], its elected officials, officers, employees, agents, and volunteers to enter upon the Premises, I am accepting responsibility for the inspection, testing, removal and destruction of all emergency generated debris of whatever nature from the Premises in compliance with all Federal, State, and local laws, regulations, codes, and ordinances.

Date: _____

By: _____
Owner

Phone: _____ Email address: _____

[CITY OR COUNTY]
Name: _____ Signature: _____
Title: _____ Date: _____

Avoiding Total Disaster: The Law and Emergencies

Disaster Preparedness Training for Local Government Legal Advisors

Playbook Part 9

Confirming Disaster/Emergency

RESOLUTION NO. 20__-____

A RESOLUTION OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF CALIFORNIA, CONFIRMING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Chapter _____ of the [City or County] Municipal Code empowers the Director of Disaster Services to proclaim the existence or threatened existence of a local emergency when the [City or County] is affected or likely to be affected by a public calamity and the [City Council or Board of Supervisors] is not in session, subject to ratification by the [City Council or Board of Supervisors]; and,

WHEREAS, Conditions of extreme peril to the safety of persons and property have arisen within this [City or County], caused by _____ _____, commencing on or about _____ on the ____ day of _____, 20__ at ____ _.m. at which time the [City Council or Board of Supervisors] of the [City or County] was not in session; and,

WHEREAS, Said [City Council or Board of Supervisors] does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and,

WHEREAS, The Director of Disaster Services did proclaim the existence of a local emergency within said [City or County] on the ____day of _____, 20__ at ____ _.m.

NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the [City Council or Board of Supervisors] of the [City or County], State of California.

/ / /

/ / /

PASSED AND ADOPTED this ____ day of _____ 20__.

_____
_____, [Mayor or Chair of the Board of Supervisors]

ATTEST:

_____
[Name]
[City Clerk or Clerk of the Board of Supervisors]

APPROVED AS TO FORM

BY: _____
[Name] Date
[City Attorney or County Counsel]

RESOLUTION NO. 20___-_____

A RESOLUTION OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY], CALIFORNIA, CONFIRMING THE DIRECTOR OF DISASTER SERVICES' PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Section _____ of the [City or County] Municipal Code empowers the Director of Disaster Services to proclaim a local emergency if the [City Council or Board of Supervisors] is not in session and requires that the [City Council or Board of Supervisors] shall take action to ratify the proclamation as soon as practicable thereafter; and,

WHEREAS, Conditions of extreme peril to the safety of persons and property have arisen within the [City or County] caused by_____ _____
(fire, flood, storm, epidemic, riot, earthquake, or other cause) commencing on or about ____ _.m. on the ____ of _____, 20__, at which time the [City Council or Board of Supervisors] of the [City or County] was not in session; and,

WHEREAS, The [City Council or Board of Supervisors] does hereby find that the above described conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency in the vicinity of _____; and,

WHEREAS, The [City Manager or County Supervisor] acting as the Director of Disaster Services did proclaim the existence of a local emergency within the [City or County] on the ___ day of _____, 20__.

NOW, THEREFORE, BE IT RESOLVED, by the [City Council or Board of Supervisors] of the [City or County] that the Proclamation of Existence of a Local Emergency, as issued by the Director of Emergency Services, is hereby ratified and confirmed.

BE IT FURTHER RESOLVED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the [City Council or Board of Supervisors] of the [City or County].

PASSED AND ADOPTED by the [City Council or Board of Supervisors] of the [City or County] at a regular meeting held on the ____ day of _____ 20__, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

_____
_____
[Mayor or Chair
of the Board of Supervisors]

ATTEST:

_____
[Name]
[City Clerk or Clerk of the Board of Supervisors]

APPROVED AS TO FORM

BY: _____
Name Date

[City Attorney or County Counsel]

[City Council or Board of Supervisors] [City or County]

RESOLUTION NO. 20 - ___

A RESOLUTION OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF [CITY OR COUNTY] RATIFYING EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, [City or County] Ordinance No. ___ empowers the Director of Emergency Services of the [City or County] to proclaim the existence or threatened existence of a Local Emergency when the [City or County] is affected or likely to be affected by a public calamity and the [City Council or County Board of Supervisors] is not in session. Subject to the ratification by the [City Council or County Board of Supervisors] within seven (7) days; and,

WHEREAS, conditions of extreme peril to safety of persons and property have arisen within this [City or County], caused by _____

_____

commencing on or about _____ ___.m. on the _____ day of _____, 20___.

WHEREAS, the Director of Emergency Services of the [City or County] did proclaim the existence of a Local Emergency within said [City or County] on the _____ day of _____.

NOW THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that the proclamation of a Local Emergency by the Director of Emergency Services of the [City or County] is hereby ratified, and that said Local Emergency shall be deemed to continue to exist until its termination is proclaimed by the [City Council or County Board of Supervisors] of the [City or County].

\\

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[CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____, STATE OF CALIFORNIA

By:_____
[Mayor or Chair of the Board of Supervisors]

ATTEST:

By:_____
[CITY CLERK OR CLERK OF THE BOARD OF SUPERVISORS]

(SEAL)

APPROVED AS TO FORM:

By:_____
[CITY ATTORNEY OR COUNTY COUNSEL] Date

Date: 12/6/2017

Agenda Item No.: _____

Meeting Date: 12/11/2017

To: **Hon. Mayor and Members of the City Council**

From: **Mark D. Watkins, City Manager**
Gregory G. Diaz, City Attorney

Subject: **Consideration of Resolution Confirming the Existence of a Local Emergency**

RECOMMENDATIONS

That the City Council adopt a Resolution, title as follows:

> "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BUENAVENTURA, CALIFORNIA, CONFIRMING THE EXISTENCE OF A LOCAL EMERGENCY"

DISCUSSION

On December 4, 2017, the City experienced a devastating fire disaster in the City. This event appears to have started in the Santa Paula area and rapidly spread to the eastern boundary of the City. The City's Emergency Operations Center was activated at approximately 9:00 pm and a state of local emergency was declared by the City Manager as the Director of Disaster Services at 10:05 pm.

Under the State Emergency Services Act and the City's local implementing ordinance, declaring a state of local emergency when a crisis

situation exists provides emergency powers and authorities to the City and provides some additional liability protections for the City. In many cases, this local declaration is also the first step in seeking State and Federal declarations that provide for reimbursement and other financial assistance.

Government Code Section 8630 requires that a declaration of a state of local emergency that is made by the City Manager rather than by the City Council must be confirmed by a Resolution of the City Council within seven days of the declaration. The declaration was executed by the City Manager as the Director of Disaster Services on December 4, 2017. Unless the City Council adopts a Resolution Confirming the state of local emergency by December 11, 2017, the state of local emergency will terminate. Because declaring a state of local emergency provides extraordinary powers to the City, if confirmed by the City Council, the City Council must re-confirm the state of local emergency every 21 days thereafter.

Comment [DG1]: At the time, the Emergency Services Act required that it be extended every 30 days, this information was old. Since that time, Gov't Code Section 8630(c) has been amended to require that it be re-confirmed and extended every 60 days.

Conditions still exist within the City which constitute an emergency and the need exists to continue with the authorities granted, it is requested that the City Council confirm the existence of a state of local emergency. In addition, the City Clerk is directed to schedule the consideration of re-confirming or terminating a state of local emergency at least every 21 days hereafter until terminated.

Comment [DG2]: At the time, the Emergency Services Act required that it be extended every 30 days, this information was old. Since that time, Gov't Code Section 8630(c) has been amended to require that it be re-confirmed and extended every 60 days.

Prepared by: Gregory G. Diaz, City Attorney

_____

Mark D. Watkins
City Manager and Director of Disaster Services

_____

Gregory G. Diaz
City Attorney

FORWARDED TO THE CITY COUNCIL

City Manager's Office

ATTACHMENTS

Attachment A – Declaration Proclaiming Existence of a Local Emergency
Attachment B – Resolution Confirming State of Local Emergency

Avoiding Total Disaster: The Law and Emergencies

Disaster Preparedness Training for Local Government Legal Advisors

Playbook Part 10

Extending Disaster/Emergency

[City Council or Board of Supervisors] [City or County]

RESOLUTION NO. 20 -

A RESOLUTION OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] EXTENDING THE EXISTENCE OF A LOCAL EMERGENCY BY THE [CITY COUNCIL OR BOARD OF SUPERVISORS]

WHEREAS, Section 8630, Article 14, of the California Emergency Services Act requires that the [City Council or County Board of Supervisors] review, at least every thirty (30) days until such Local Emergency is terminated, the need for continuing the Local Emergency; and

WHEREAS, a period of Local Emergency presently exists in the [City or County]in accordance with the proclamation and confirmation thereof by the [City Council or County Board of Supervisors] on the _____day of _____, 20____, as a result of conditions of extreme peril to the safety of persons and property within said city, caused by (*fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes*); and

WHEREAS, the [City Council or County Board of Supervisors] of [City or County] has reviewed the need to continue the existence of the Local Emergency; and

WHEREAS, the situation resulting from said condition of extreme peril is still deemed to be beyond the control of normal protective service, personnel, equipment, and facilities of and within said [City or County]; now, therefore,

BE IT PROCLAIMED AND ORDERED by the [City Council or County Board of Supervisors] of the [City or County] that the period of Local Emergency is extended for fourteen (14) additional days unless sooner terminated.

IT IS FURTHER ORDERED that said Local Emergency shall be deemed to continue to exist until its termination is proclaimed by the [City Council or County Board of Supervisors] of the [City or County].

PASSED AND ADOPTED on this ____ day of _____ 20__ by the [City Council or Board of Supervisors] of the [City or County] of _____.

[CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____, STATE OF CALIFORNIA

By:_____
[Mayor or Chair of the Board of Supervisors]

ATTEST:

By:_____
[CITY CLERK OR CLERK OF THE BOARD OF SUPERVISORS]

(SEAL)

APPROVED AS TO FORM:

By:_____
[CITY ATTORNEY OR COUNTY COUNSEL] Date

RESOLUTION NO. 20__-___

A RESOLUTION OF THE [CITY COUNCIL OR BOARD OF SUPERVISORS] OF THE [CITY OR COUNTY] OF _____, CALIFORNIA, RE-CONFIRMING AND EXTENDING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Chapter _____ of the _____ Municipal Code empowers the Director of Disaster Services to proclaim the existence or threatened existence of a local emergency when the [City or County] is affected or likely to be affected by a public calamity and the [City Council or Board of Supervisors] is not in session, subject to ratification by the [City Council or Board of Supervisors]; and,

WHEREAS, Conditions of extreme peril to the safety of persons and property have arisen within this [City or County] by _____ event, commencing on or about ___:__ _m on the _____ day of _____ 20__ at which time the [City Council or Board of Supervisors] of the [City or County] of _____ was not in session; and,

WHEREAS, Said [City Council or Board of Supervisors] does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and,

WHEREAS, The Director of Disaster Services did proclaim the existence of a local emergency within said City on the ___ day of _____ 20__ at __:__ _m; and,

WHEREAS, The [City Council or Board of Supervisors] confirmed the existence of a local emergency at its regular meeting of _____ __, 20__ by adopting Resolution No 20__-___; and,

WHEREAS, The State Emergency Services Act, in Government Code Section 8630(c), requires that the existence of a local emergency be re-confirmed at least every sixty (60) days or the existence of a local emergency shall terminate.

NOW, THEREFORE, the [City Council or Board of Supervisors] of the [City or County] of _____ does hereby resolve, find, determine, and order as follows:

Section 1: That a state of local emergency shall be deemed to continue to exist and is hereby re-confirmed and extended until its termination is proclaimed by the [City Council or Board of Supervisors] of the [City or County] of _____, State of California.

Section 2: That the [City Clerk or Clerk of the Board of Supervisors] shall cause this state of local emergency to be scheduled for re-confirmation at least every sixty (60) days until terminated by this [City Council or Board of Supervisors].

PASSED AND ADOPTED this ____ day of _____, 20__.

_____
[Mayor or Chair of the Board of Supervisors

ATTEST:

_____
[City Clerk or Clerk of the Board of Supervisors

APPROVED AS TO FORM

BY: _____
[City Attorney or County Counsel

Date: 12/12/2017

Agenda Item No.: _____

Meeting Date: 12/18/2017

To: **Hon. Mayor and Members of the City Council**

From: **Mark D. Watkins, City Manager**
Gregory G. Diaz, City Attorney

Subject: **Consideration of Resolution Re-Confirming the Existence of a Local Emergency**

RECOMMENDATIONS

That the City Council adopt a Resolution, title as follows:

> "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BUENAVENTURA, CALIFORNIA, RE-CONFIRMING THE CONTINUING EXISTENCE OF A LOCAL EMERGENCY AND A LOCAL PUBLIC HEALTH EMERGENCY"

DISCUSSION

On December 4, 2017, the City experienced a devastating fire disaster in the City. This event appears to have started in the Santa Paula area and rapidly spread to the eastern boundary of the City. The City's Emergency Operations Center was activated at approximately 9:00 pm and a state of local emergency was declared by the City Manager as the Director of Disaster Services at 10:05 pm.

On December 11, 2017, the City Council adopted Resolution No.2017-055 which confirmed the existence of a state of local emergency in the City. This action was required by the State Emergency Services Act for the emergency status to continue. It must be re-confirmed at least every 21 days thereafter until terminated. Because there are times when the length between two regular City Council meetings is more than 21 days, staff may need to bring this issue to you shortly after it last was adopted. This is the case in this instance and avoids the need for a special meeting during the first week in January 2018. By taking action at this meeting, the City will have the state of emergency in effect through your regularly scheduled meeting of January 8, 2018.

Under the State Emergency Services Act and the City's local implementing ordinance, declaring a state of local emergency when a crisis situation exists provides emergency powers and authorities to the City and provides some additional liability protections for the City. In many cases, this local declaration is also the first step in seeking State and Federal declarations that provide for reimbursement and other financial assistance.

Government Code Section 8630 requires that a declaration of a state of local emergency that is made by the City Manager rather than by the City Council must be confirmed by a Resolution of the City Council within seven days of the declaration. The declaration was executed by the City Manager as the Director of Disaster Services on December 4, 2017. Unless the City Council adopts a Resolution confirming the state of local emergency by December 11, 2017, the state of local emergency will terminate. Because declaring a state of local emergency provides extraordinary powers to the City, if confirmed by the City Council, the City Council must re-confirm the state of local emergency every 21 days thereafter.

At the City Council's meeting of December 11, 2017, in an abundance of caution, the City Council adopted Resolution No. 2017-056 which declared and confirmed a local public health emergency. The County's Public Health Officer had previously declared a local public health emergency for all of Ventura County. The City relies upon the County Public Health Officer as the City's Public Health Officer. There are

Comment [DG1]: The County's Public Health Officer is the City's Public Health Officer. We did not have time to research if the City also had to declare a public health emergency or could rely upon the County's declaration. Out of an abundance of caution, the City declared a public health emergency based on the declaration of the County's Public Health Officer.

significant funding and cleanup resources that become available to the County and City as a result of this declaration. The City Council's adoption of this Resolution was to ensure that it was covered by the County's declaration. As such, it is also necessary to reconfirm the public health emergency every 21 days. The attached Resolution covers both the local emergency and the public health emergency.

Conditions still exist within the City which constitute an emergency and the need exists to continue with the authorities granted, it is requested that the City Council confirm the existence of a state of local emergency. In addition, the City Clerk is directed to schedule the consideration of re-confirming or terminating a state of local emergency at least every 21 days hereafter until terminated.

While significant progress has been made at mitigating the state of emergency, conditions continue to exist that constitute an emergency. An oral report on the conditions will be provided during the Special Presentations portion of your agenda.

Prepared by: Gregory G. Diaz, City Attorney

Mark D. Watkins
City Manager and Director of Disaster Services

Gregory G. Diaz
City Attorney

Comment [DG2]: At the time of this event, the Emergency Services Act required confirming the emergency every 30 days. This was out of date. The Emergency Services Act in Gov't Code Section 8630(c) now only requires confirmation every 60 days.

FORWARDED TO THE CITY COUNCIL

City Manager's Office

ATTACHMENTS

Attachment A –Resolution Re-Confirming State of Local Emergency and a Public Health Emergency

RESOLUTION NO. 17-147

RESOLUTION
OF THE VENTURA COUNTY BOARD OF SUPERVISORS
EXTENDING THE PROCLAMATIONS
OF LOCAL EMERGENCY AND LOCAL HEALTH EMERGENCY

WHEREAS, conditions of disaster and extreme peril to the safety of persons and property within Ventura County have arisen as a result of a wildfire (later named the Thomas fire) that started in Santa Paula on December 4, 2017, at which time the Ventura County Board of Supervisors (Board) was not in session, and said conditions constitute a local emergency as defined in Government Code section 8558, subdivision (c);

WHEREAS, pursuant to the powers granted by Ventura County Ordinance Code section 5323-1, as amended, for occasions when the Board is not in session, the Sheriff of Ventura County, acting as the County Director of Emergency Services, proclaimed the existence of a local emergency on December 5, 2017, which proclamation is subject to ratification by the Board at its next meeting within seven days thereafter;

WHEREAS, pursuant to the powers granted by Ventura County Ordinance Code section 5323-2, as amended, the Sheriff of Ventura County, acting as the County Director of Emergency Services, after proclaiming a local emergency, made and issued rules and regulations on matters reasonably related to the protection of life and property as affected by the emergency, which rules and regulations must be confirmed at the earliest practicable time by the Board;

WHEREAS, the Board, at its regularly scheduled meeting on December 5, 2017, acknowledged the existence of conditions of disaster and extreme peril as described above within the Ventura County operational area and that these conditions warranted and necessitated that the County of Ventura proclaim the existence of a local emergency and issue rules and regulations on matters reasonably related to the protection of life and property as affected by the emergency;

WHEREAS, the Board, at its meeting on December 5, 2017, determined that a local emergency existed in Ventura County, ratified the proclamation of local emergency by the Sheriff of Ventura County, acting as the County Director of Emergency Services, and confirmed the rules and regulations issued by the Sheriff of Ventura County, acting as the County Director of Emergency Services, on matters reasonably related to the protection of life and property as affected by the emergency;

WHEREAS, Government Code section 8630 requires the Board to review the need for continuing the local emergency at least once every 30 days until the Board terminates the local emergency;

WHEREAS, pursuant to his authority under Health and Safety Code section 101080, the Health Officer of Ventura County, in conjunction with the Director of the Ventura County Environmental Health Division, a duly authorized deputy local health officer, proclaimed the existence of a local health emergency in Ventura County on December 8, 2017, arising from the Thomas fire and other wildfires in neighboring counties impacting Ventura County, which proclamation is subject to ratification by the Board no later than seven days thereafter; and

WHEREAS, the Board extended the proclamation of local emergency and ratified and extended the proclamation of local health emergency at its December 12, 2017 meeting; and

WHEREAS, the Board has been informed and hereby finds that there continues to exist within Ventura County conditions of disaster and extreme peril to the safety of persons and property arising from the Thomas fire;

NOW, THEREFORE, THE BOARD HEREBY RESOLVES, PROCLAIMS AND ORDERS THAT:

1. A local emergency continues to exist within Ventura County due to the Thomas fire and shall be deemed to continue to exist until its termination is proclaimed by the Board.

2. The rules and regulations issued by the Sheriff of Ventura County, acting as the County Director of Emergency Services, on matters reasonably related to the protection of life and property as affected by the emergency are hereby confirmed.

3. A local health emergency continues to exist within Ventura County due to the Thomas fire and shall be deemed to continue to exist until its termination is proclaimed by the Board.

On motion by Supervisor Bennett, seconded by Supervisor Parks, the foregoing resolution was passed and adopted on _____.

Dated: 12/26/17

VICE CHAIR, BOARD OF SUPERVISORS

ATTEST:

MICHAEL POWERS,
Clerk of the Board of Supervisors,
County of Ventura,
State of California.

By _____
Deputy Clerk

county of ventura

COUNTY EXECUTIVE OFFICE
MICHAEL POWERS
County Executive Officer

J. Matthew Carroll
Assistant County Executive Officer

Catherine Rodriguez
County Chief Financial Officer

Shawn Atin
Assistant County Executive Officer/
Human Resources Director
Labor Relations

December 26, 2017

Board of Supervisors
County of Ventura

Board of Directors
Ventura County Fire Protection District

Board of Supervisors
Ventura County Watershed Protection District

800 South Victoria Avenue
Ventura CA 93009

Subject: Receive and File a Report Regarding the Declared Local Emergency, Local Health Emergency and State of Emergency Arising from the Thomas Fire; Adoption of a Resolution Extending the Proclamation of Local Emergency Initially Declared December 5, 2017 and Subsequently Extended; and Extending the Proclamation of Local Health Emergency Initially Declared December 8, 2017, and Subsequently Extended.

Recommendations:

It is recommended that your Board:

1. Receive and file this report regarding the declared local emergency, local health emergency and state of emergency arising from the Thomas Fire that started on December 4, 2017.

2. Adopt the attached resolution extending the proclamation of the local emergency initially declared on December 5, 2017 and extended on December 12, 2017, and extending the proclamation of local health emergency initially declared on December 8, 2017 and extended on December 12, 2017.

Fiscal Impact:

Expenses related to the wildfires themselves are being compiled by County agencies, departments and dependent special districts. With the federal disaster declaration for California made on December 8, 2017, the County will be able to apply for significant reimbursement of disaster-related response and activities.

Board of Supervisors
Extension of Local Emergency and Local Health Emergency
December 26, 2017 (Special Meeting)

Discussion:

On December 4, 2017, at approximately 6:20 p.m., a wildfire started north of Santa Paula that came to be known as the Thomas Fire.

On December 5, 2017, in the early morning hours, acting pursuant to the powers granted by virtue of section 5323-1 of the Ventura County Ordinance Code, Sheriff Geoff Dean, as Director of Disaster Services, proclaimed the existence of a local emergency arising from the Thomas Fire. Your Board, at its regularly scheduled meeting on December 5, 2017, ratified the Sheriff's proclamation and itself declared a local emergency pursuant to Government Code section 8630 et seq. Also on December 5, 2017, Governor Brown declared a state of emergency in Ventura County. Your Board, on December 12, 2017, determined that the local emergency continued to exist.

On December 8, 2017, pursuant to his authority under Health and Safety Code section 101080, Dr. Robert Levin, the Health Officer of Ventura County, in conjunction with William C. Stratton, the Director of the Ventura County Environmental Health Division, a duly authorized deputy local health officer, proclaimed the existence of a local health emergency arising from the wildfires. Your Board, on December 12, 2017, ratified the proclamation of local health emergency and, pursuant to Health and Safety Code section 101080, determined that the local health emergency continued to exist.

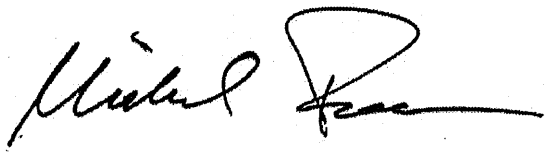
As of the writing of this report, the Thomas Fire burned approximately 272,800 acres and is 65% contained. Wide areas of the County, including Santa Paula, Ojai, Ventura, Fillmore, and the North Coast, have been impacted. There are two known fatalities, and two firefighter injuries. Although comprehensive damage assessment is pending, 1,063 structures are known to be destroyed. Firefighters continue to aggressively battle the fire, with ground and air assets from throughout the state. A federal disaster declaration was issued on December 8, 2017, opening up federal assistance related to the Thomas Fire.

Until the Thomas Fire is 100% contained, it will continue to pose extreme peril to the safety of persons and property. Your Board is required by the California Emergency Services Act to review the need for continuing the proclamation of local emergency at least once every 30 days. Similarly, your Board is required by Health and Safety Code section 101080 to review the need for continuing the local health emergency at least every 14 days.

For the reasons stated above, it is recommended that your Board adopt the attached resolution extending the proclamations of local emergency and local health emergency.

Board of Supervisors
Extension of Local Emergency and Local Health Emergency
December 26, 2017 (Special Meeting)

County Counsel and the Auditor-Controller's Office reviewed this item. Please contact me at 654-2681, Fire Chief Mark Lorenzen at 389-9704, or Sheriff Geoff Dean at 654-2315 with any questions.



Michael Powers
County Executive Officer

Attachment: Resolution