

# **ANNEX C**

# **SHELTER**

# **&**

# **MASS CARE**

Revision Three

**Brazoria County and Joint Resolution Cities**

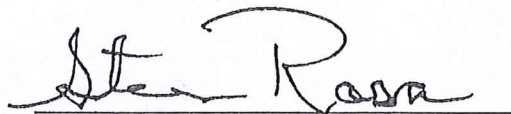
## APPROVAL AND IMPLEMENTATION

### Annex C

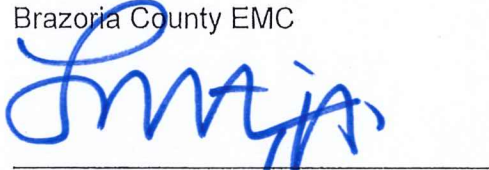
### Shelter & Mass Care

Revision Three

This annex is hereby approved for implementation and supersedes all previous editions.



Steve Rosa  
Brazoria County EMC



L. M. "Matt" Sebesta, Jr.  
Brazoria County Judge

11-1-23

Date

11/14/23

Date

**RECORD OF CHANGES****Annex C****Shelter & Mass Care**

Revision Three

<b>Change #</b>	<b>Date of Change</b>	<b>Description</b>	<b>Changed By:</b>

## ANNEX C SHELTER & MASS CARE

### I. AUTHORITY

See Basic Plan, Section I.

### II. PURPOSE

The purpose of this annex is to outline organizational arrangements, operational concepts, responsibilities, and procedures to protect evacuees and others from the effects of an emergency situation by providing shelter and mass care.

### III. EXPLANATION OF TERMS

#### A. Acronyms

ARC	American Red Cross
CERT	Citizen Emergency Response Team
DDC	Disaster District Committee
EMC	Emergency Management Coordinator
ETN	Emergency Tracking Network
MACC	Multi Agency Coordination Center
FEMA	Federal Emergency Management Agency
FOG	Field Operation Guide
FNSS	Functional Needs Support Services
HHSC	Health and Human Services Commission
HPP	Homeland Preparedness Project
MRC	Medical Reserve Corps
NIMS	National Incident Management System
PHEP	Public Health Emergency Preparedness
PIO	Public Information Officer
SOPs	Standard Operating Procedures
TDEM	Texas Division of Emergency Management
TLETS	Texas Law Enforcement Telecommunications System
TSA	The Salvation Army
USDA	United States Department of Agriculture
WI	Welfare Inquiry

#### B. Definitions

Mass Care: Mass care will provide assistance to those who have been displaced from their homes and others affected by a hazardous situation or the threat of such a situation. Mass care for these individuals includes providing food, essential medical care, clothing, and other essential life support services.

Welfare Inquiries: Welfare inquiries are requests from relatives, friends, employers, or others for information on the status of persons in an area affected by an emergency situation who cannot be located because they have evacuated, become separated from their families, or cannot be contacted by normal means of communication. Registration of disaster victims at shelters provides some of the information needed to answer welfare inquiries. Welfare Inquiries will be handled by the County Call Center according to the policy outlined in the Shelter Operations Field Operations Guide (FOG).

Shelter: Short term lodging for evacuees directly affected by an emergency or a disaster, during and immediately after an emergency situation. Shelters are generally located away from known hazards. Mass care operations are typically conducted in shelters.

Functional and Access Needs Individuals/Groups: Includes the elderly, medically fragile, mentally and/or physically challenged or handicapped, individuals with mental illness, and the developmentally delayed. This population requires specialized assistance in meeting daily needs and may need special assistance during normal and emergency situations.

Pets and Companion Animals. These include domesticated animals that normally reside with their owners. This group does NOT include livestock, reptiles, monkeys, or any animal that is dangerous to humans.

#### IV. SITUATION AND ASSUMPTIONS

##### A. Situation

1. Our Hazard Summary in Section IV.A of the Basic Plan identifies a number of threats that could make evacuation of some portions of the county necessary. Evacuees from other jurisdictions may also seek refuge in our area. Brazoria County will not operate shelters or mass care operations for hurricane evacuees for *other* jurisdictions because of the possibility of later hurricanes threatening Brazoria County.
2. Brazoria County has the ultimate responsibility for providing shelter and mass care to protect local residents displaced from their homes and others who evacuate into our jurisdiction due to emergency situations.
3. Shelter and mass care needs may range from very short term operations for a limited number of people where the primary objective is to provide protection from the weather, comfortable seating, and access to rest rooms to more lengthy operations for large number of evacuees where feeding, sleeping, and shower facilities are desirable and a variety of assistance must be provided to evacuees.
4. The Homeland Preparedness Project (HPP) has contracted with Brazoria County to organize and administer the County's Citizen Corps program volunteers. HPP has also entered into a Memorandum of Understanding making HPP responsible for setting up and operating evacuation shelters in Brazoria County.

## B. Assumptions

1. Shelters may have to be opened with little notice. HPP personnel, local government and other agencies who have agreed in advance to support shelter operations, will manage and coordinate shelter and mass care activities.
2. Volunteer organizations that normally respond to emergency situations may assist in shelter and mass care operations.
3. If additional resources are needed to conduct shelter and mass care operations, support may be requested pursuant to inter-local agreements and from state and federal emergency management agencies. When requested by a local jurisdiction, the Governor may authorize the use of military forces to support shelter and mass care operations.
4. Facilities planned for shelter and mass care use will be available at times of need.
5. When evacuation is recommended during an emergency situation, the majority of evacuees will seek refuge with friends or relatives or go to commercial accommodations rather than a public shelter. In addition, some people who are not at risk may spontaneously evacuate and some of those individuals may seek public shelter.
6. When evacuation of an area is mandated, a shelter may be available.
7. For hazards that are highly visible or extensively discussed in the media, people may evacuate prior to an official recommendation to do so. Hence, shelter and mass care operations may have to commence early in an emergency situation.
8. Essential public and private services will be continued during shelter and mass care operations. However, for a major evacuation that generates a large-scale shelter and mass care operation, normal activities at schools, community centers, churches, and other facilities used as shelters may have to be curtailed.

<h2>V. CONCEPT OF OPERATIONS</h2>
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### A. General

1. Brazoria County is responsible for developing a plan, integrating the concepts of the National Incident Management System (NIMS), for coordinating and providing mass care services to persons affected by a disaster. The requirements for services may vary depending upon the nature, type, and level of the emergency. The County will work closely with volunteer organizations that provide shelter and mass care support to determine the availability of shelter and feeding facilities, encourage facility owners to sign agreements for use of those facilities, and encourage facility owners to allow their personnel to participate in shelter management training.

2. The Incident Commander or the emergency management staff is expected to determine the need for opening shelters and commencing mass care operations based on the emergency situation that prevails.
3. The County Judge or EMC may request the opening of shelters and recommend the closing of shelters when they are no longer required. These actions should be coordinated with the shelter providers. A list of potential shelters is provided in Appendix One. The County Judge may further assign tasks and responsibilities to support shelter and mass care efforts.
4. The county, in cooperation with volunteer disaster assistance organizations, will provide temporary shelter and essential life support services for people displaced from their homes, when possible.
5. HPP and other private disaster assistance organizations will be called upon to:
  - a) Open and staff temporary shelters for the displaced population.
  - b) Activate or organize shelter teams.
  - c) Register those occupying public shelters.
  - d) Provide emergency first aid, and other basic life support needs for those occupying temporary shelters.
  - e) Provide periodic reports on the status of shelter and mass care operations to the EMC.
6. In some disasters, the federal government may be requested to provide emergency housing. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the extent possible, the Long-Term Recovery Committee will assist and coordinate post-disaster housing needs of those whose homes were made uninhabitable by the event.

## **B. Shelter**

1. Shelter Selection. FEMA publishes standards for temporary shelters via their Shelter Field Guide, P-785. The following criteria may be useful in screening facilities to determine which merit more detailed inspection:
  - a) Must be structurally sound and in a safe condition.
  - b) Must not be located in an area subject to flooding or where flooding can cut off access to the facility.
  - c) Must not be in a hazardous materials risk area.
  - d) Should have adequate sleeping space.
  - e) Should have sufficient restrooms for the population to be housed.
  - f) Should have adequate climate control systems.
  - g) Kitchen/feeding area is desirable.
  - h) Shower facilities are desirable if the facility will be used for more than one day.
  - i) Telephone service is essential.
  - j) Adequate parking is desirable.

The Shelter Branch Director and EMC will coordinate with volunteer organizations, local jurisdictions, and facility owners to identify potential shelters and develop the shelter list in Appendix 1 to ensure that issues of interest to local government are considered in the shelter selection process.

## 2. Shelter Facilities:

- a) Brazoria County executes agreements with building owners for use of structures as shelters. HPP and the County Fire Marshall will normally inspect the facilities it plans to use to determine their safety, capacities, and the availability of various types of equipment.
- b) Schools are the most frequently used shelters because they generally have substantial space, a feeding capability, sufficient restrooms, and adequate climate control systems. Those who wish to utilize schools for sheltering must secure permission in writing from school officials.
- c) Community centers and churches are also frequently used as shelters. Permission to use these facilities or any other facilities for disaster operations should also be secured in writing from the owners or operators of those facilities.

## 3. Shelter Operations

- a) The specific facilities that will be used for sheltering and feeding during an emergency will depend on the needs of the situation, the status of available facilities, the location of the hazard area, and the anticipated duration of operations. Shelters are typically opened and closed based on need. When occupancy of existing shelters reaches 75 to 80 percent, consideration should be given to opening an additional facility.
- b) It is generally more effective in terms of resource utilization to operate a few medium to large shelters, than a large number of small facilities.
- c) Shelters should be managed by individuals with shelter management and Incident Command Systems training. The Shelter Branch Director and HPP will maintain a listing of trained shelter and mass care facility managers in the local area.
- d) To ensure consistency in shelter activities, it is desirable that all shelters follow a general set of operating guidelines. When a shelter is open, local policies guide how the facility is staffed and operated.
- e) Shelter Supervisors are expected to provide periodic reports on the number of occupants and the number of meals served to the EMC. Volunteer groups operating shelters may also be required to report this information through their organizational channels.
- f) Local government is responsible for providing the following support for shelter operations:
  - 1) Security and, if necessary, traffic control at shelters.
  - 2) Fire inspections and fire protection at shelters.
  - 3) Transportation for food, shelter supplies, and equipment if the organization operating the shelter cannot do so.
  - 4) Transportation of shelter occupants to feeding facilities, if necessary.
  - 5) Basic medical attention, if the organization operating the shelter cannot do so.



- g) Evacuees normally return to their homes as soon as the danger has passed. Hence, most shelters are closed quickly and returned to normal use. However, some evacuees may be unable to return to their homes due to damage or destruction. It may be necessary to have one or more shelters remain open for an extended period until those who cannot return to their residences can be relocated to motels, rental units, mobile homes, and other types of temporary lodging. Such extended use facilities should have showers and on-site feeding; cots should be provided.

### C. Mass Care

Mass care includes the registration of evacuees, feeding of evacuees and emergency workers, and provision of other life support needs for shelter occupants.

#### 1. Registration

- a) The purpose of registration is to be able to respond to inquiries about the status of evacuees, monitor health concerns, and provide a basis for post-emergency follow-up support.
- b) HPP will assist the county in the registration of evacuees who are housed in County operated shelters.
- c) PHEP will assist the county with the accounting of evacuees who are housed in non-County operated shelters.

#### 2. Feeding:

- a) Both fixed facilities and mobile units may be used for preparing and serving meals. Fixed facilities include schools, churches, and civic buildings serving as shelters. The Baptist Men, TSA, and other disaster relief agencies may also deploy self-contained mobile feeding units to supplement fixed feeding facilities. Private food providers may also participate with shelter management to provide and coordinate food for evacuees.
- b) The U.S. Department of Agriculture (USDA), through the Health and Human Services Commission (HHSC), food banks, and commercial facilities provides USDA commodities used in preparing meals or for distribution to disaster victims.

#### 3. Other Needs

In addition to the provision of shelter and mass care services, evacuees may need assistance with clothing, basic medical attention, prescription medicines, disaster mental health services, temporary housing, and other support services. Some of these services may be provided by the same volunteer organizations that are operating shelters. In other cases, the Shelter Branch Director will have to identify the needs of those in public shelters to the MACC Staff, who may be able to arrange for assistance from other volunteer organizations and agencies. Many human services programs also serve disaster victims that have not been evacuated from their homes. A description of human services programs and procedures for requesting human services support are provided in Annex O (Human Services).

#### D. Functional and Access Needs Groups and Individuals

1. Institutional facilities including hospitals, nursing homes, group homes, and correctional institutions, are responsible for the welfare and safety of their clients, who may need specially trained staff to care for them and specialized equipment and facilities to meet their needs. Institutions supporting individuals with access and functional needs are required by state and federal regulations to have disaster preparedness plans that provide for evacuation and relocation of the institution's population to comparable facilities in an emergency.
2. Mass care shelters for the general population are generally staffed and equipped to handle individuals with access and functional needs. Other individuals, particularly medical patients and prisoners, should not be relocated to shelters used by the general public. In the event that institutional facilities encounter difficulty in evacuating and relocating their clients, local officials may need to assist those facilities in arranging transportation and locating suitable reception facilities. It may also be necessary to assist in relocating some medical patients who are living at home.
3. Public shelters can generally accommodate individuals with needs who require minimal care and are attended by their families or other caregivers. It is the policy of Brazoria County to never divide a family in shelters due to functional or access needs.

#### E. Handling of Pets

1. Evacuees who go to the homes of relatives, friends or commercial accommodations with their pets do not normally pose difficulties during an evacuation. However, evacuees with pets seeking public shelter can create potential problems. A number of studies have indicated that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. Hence, it is desirable to make reasonable accommodations for evacuees who come to public shelters with pets.
2. Depending on the situation, the County will use one or more of the following approaches to handle evacuees arriving with pets:
  - a) Provide an area in or near the shelter for companion animals in kennels, whenever practical.
  - b) Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
  - c) Direct pet owner to a public shelter that has covered exterior corridors or adjacent support buildings where pets may be temporarily housed.
  - d) Set up temporary pet shelters at other facilities that are available.
3. In all cases, the pet owner is responsible for the care, handling, and feeding of their pet.
  - a) The County will assist those who require assistance with obtaining food and medical care for their pets.
  - b) Any animal determined to be potentially dangerous to humans by the Shelter Branch Director will be referred to local Animal Control authorities

**F. Public Information**

1. The PIO staff will develop emergency public information messages to advise those who are or will be evacuating of the location of public shelters and general shelter policies.
2. The PIO staff will provide information on the emergency situation to Shelter Branch Director so they can pass such information on to shelter occupants.

**G. Welfare Inquiries (WI)**

The County will attempt to answer welfare inquiries to the extent possible using the registration data obtained at County shelters. The County Call Center will receive and document inquiries. For more information on WI, see Section IX.E of this annex.

**H. Actions by Phases of Emergency Management**

1. Prevention:
  - a) Identify volunteer organizations that could assist in shelter and mass care operations and develop cooperative agreements.
  - b) In coordination with volunteer organizations, identify suitable shelters and feeding facilities.
  - c) Sign agreements with volunteer organizations authorizing use of local government facilities for shelter and mass care operations.
  - d) Encourage schools, churches, and volunteer groups to sign written agreements for use of their facilities as emergency shelters.
2. Preparedness:
  - a) Provide shelter management training to selected local officials. Encourage those organizations or agencies that will be making their facilities available for use as shelters to send their personnel to shelter management training.
  - b) In coordination with volunteer organizations, identify potential shelters, and develop general shelter and mass care procedures for the local area.
  - c) Coordinate basic communication and reporting procedures.
  - d) Develop facility setup plans for potential shelters.
  - e) Identify population groups requiring assistance during an emergency (i.e., senior citizens, special needs, etc.) and ensure that preparations are made to provide assistance.
3. Response:
  - a) Open and staff shelters and mass care facilities.
  - b) Provide information to the public on shelter locations and policies.
  - c) Assist in the registration of evacuees.
  - d) Provide food, clothing, first aid, and other essential services to evacuees.
  - e) Maintain communications between mass care facilities and the MACC.
  - f) Provide periodic reports to the EMC on shelter occupancy and meals served.
  - g) Provide information to evacuees needing additional services.

## 4. Recovery:

- a) Assist evacuees in returning to their homes if necessary.
- b) Assist those who cannot return to their homes with temporary housing.
- c) Deactivate shelters and mass care facilities and return them to normal use.
- d) Inform public of any follow-on recovery programs that may be available.

## VI. ORGANIZATION &amp; ASSIGNMENT OF RESPONSIBILITIES

**A. General**

- 1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will apply to shelter and mass care operations.
- 2. Operations will be organized in accordance with NIMS guidelines.
- 3. The Shelter Branch Director is responsible for coordinating the efforts of local government, volunteer groups, and other agencies involved in shelter and mass care operations.

**B. Task Assignments**

- 1. The County Judge will:
  - a) Direct the opening of local shelter and mass care facilities and the closing of such facilities when they are no longer needed.
  - b) Approve release of emergency public information materials on shelter locations and guidance on what people should bring and not bring to public shelters prepared by the public information staff.
  - c) Coordinate shelter and mass care efforts with other local governments, where appropriate.
  - d) Request shelter and mass care support from other local governments or the State if local resources are insufficient.
- 2. The EMC will:
  - a. Coordinate shelter and mass care planning with the Shelter Branch Director, the PIO, other local officials, and volunteer organizations.
  - b. Develop Memorandums of Understanding with agencies for the use of facilities as deemed necessary by Brazoria County.
  - c. When the situation warrants, recommend to the County Judge that shelter and mass care operations be implemented. Recommendations on the number of facilities to be activated and specific facilities to be used should be coordinated if possible with the volunteer organizations that will operate those facilities.
  - d. Coordinate with the Shelter Branch Director and MACC Staff to provide support for shelter and mass care activities.
  - e. Direct the County Call Center to respond to welfare inquiries.
  - f. Receive reports on shelter and feeding operations from the Shelter Branch Director. During major emergencies, summarize shelter and mass care activities in the periodic Situation Report; see Annex N, Direction & Control, concerning this report.
  - g. When conditions warrant, recommend to the County Judge that shelter and mass care facilities be closed

## 3. The Shelter Branch Director will:

- a. Identify volunteer organizations that are willing to support local shelter and mass care activities. See Appendix 1 to Annex O.
- b. In coordination with volunteer organizations that normally operate shelters and feeding facilities, identify potential shelter and mass care facilities.
- c. Coordinate cooperative agreements with volunteer organizations relating to shelter and mass care support
- d. Coordinate and disseminate common shelter operating guidelines to volunteer organizations operating shelters.
- e. Ensure mass care facilities are adequately staffed and equipped.
- f. Coordinate mass feeding where needed.
- g. Coordinate with Case Workers and Crisis Counselors to provide basic needs of residents in the shelters.
- h. Identify requirements for facility security requirements for shelters to Brazoria County Sheriff's Office.
- i. Coordinate requirements for facility fire protection requirements for shelters with the Brazoria County Fire Marshal.
- j. Coordinate resource support for shelter operations.
- k. Receive reports on shelter and mass care operations and provide summary information for inclusion in the periodic Situation Report.

## 4. Shelter Division Supervisors will:

- a. Determine staffing and support requirements for their assigned shelter.
- b. Register shelter occupants and assist in answering welfare inquiries.
- c. Identify additional resource requirements to the Shelter Branch Director.
- d. Coordinate with the Shelter Branch Director to provide individual and family support services as needed.
- e. Submit a daily mass care facility status report to the Shelter Branch Director that indicates the number of shelter occupants, the number of meals served, and the condition of the facility, and also identifies any problem areas.
- f. Maintain records of supplies received and expended.
- g. When directed, terminate operations, turn in equipment and unused supplies, coordinate with the county to restore the facility to the condition it was received, and submit a final mass care facility status report.

## 5. The Feeding Group Supervisor will:

- a. Coordinate feeding of all shelter residents and staff.
- b. Coordinate with other agencies who wish to provide food for shelter operations to ensure food safety, adequate quantities of food, scheduling, and avoid duplication of services.
- c. Coordinate with commercial food service providers to schedule feeding operations, food safety, and avoid duplication of services.
- d. Ensure that all resources utilized for feeding operations are documented including cost of food, sources and value of donated goods, and contact information for donations.
- e. Report the number of meals served each day to the Shelter Branch Director.
- f. Provide situational awareness to feeding partners.

6. The Medical Services Group Supervisor will:

- a. Ensure sufficient staffing to provide assistance with activities of daily living for shelter residents with functional and access needs.
- b. Coordinate the provision of primary medical care for shelter residents.
- c. Assist shelter staff with triage of residents who may require medical care.
- d. Provide aggregate reporting of medical and FNSS services provided to shelter residents to the Shelter Branch Director daily.

7. The County Sheriff will:

- a. Provide security and law enforcement at shelter and mass care facilities.
- b. Provide back-up communications, if needed.
- c. Provide laundry services for shelter linens.

8. The County Fire Marshal will:

- a. Inspect shelter and mass care facilities for fire and life safety.
- b. Provide and maintain shelter fire extinguishers and fire protection systems.
- c. Train shelter management personnel in fire safety and fire suppression procedures.

9. The Transportation Officer will:

- a) Arrange for transportation of evacuees to shelter sites when needed.
- b) Arrange transportation for evacuees in shelters to remote feeding sites, if necessary.
- c) Arrange transportation for shelter equipment, food, clothing, blankets, comfort kits, and other shelter supplies to shelter and mass care facilities.
- c) Upon request, provide transportation for return of evacuees without vehicles to their homes.
- d) Assist with transportation of shelter residents to local facilities for *non-emergent* medical care and other activities.

9. The County Health Department will:

- a) Provide disease surveillance and mitigation in mass care facilities.

10. The PIO will:

- a) Provide information to the public on the locations of shelters and shelter operating policies.
- b) Provide updates on the emergency situation to Shelter Branch Director to be passed on to shelter occupants.
- c) Provide public information on closure of shelters and return of evacuees to their homes.

11. The Animal Control Officer will:

- a) Coordinate arrangements to provide temporary facilities for evacuees arriving at shelter and mass care facilities with pets.
- b) Be prepared to provide Shelter Division Supervisors with information on procedures for handling evacuees with pets.

12. The Salvation Army:

- a) Provide mass feeding for victims and emergency workers, when requested
- b) Provide emergency assistance for other essential needs, when requested.

13. The School Districts will shelter students in school buildings when the situation warrants (example: severe weather or hazmat release).

14. The Facilities Maintenance Department will, to the extent possible, ensure power, water supply, signage, and sanitary services are operable at shelter and mass care facilities during emergency conditions.

## VII. DIRECTION AND CONTROL

### A. General

1. The County Judge shall establish priorities for and provide policy guidance for shelter and mass care activities.
2. The County Judge or EMC will provide general direction to the Shelter Branch Director regarding shelter and mass care operations.
3. The Shelter Branch Director will plan and manage the conduct of shelter and mass care activities, coordinating as necessary with volunteer organizations that participate in shelter operations or mass feeding and other departments and agencies.
4. Shelter and feeding facility Supervisors will be responsible for the operation of their individual facilities based on policy and procedures provided by the Shelter Branch Director.
5. Methods of direction and control will be consistent with NIMS guidelines.

### B. Line of Succession

1. The line of succession for the Shelter Branch Director is:
  - a. Executive Director of the Homeland Preparedness Project
  - b. The Homeland Preparedness Project Executive Directors designee.
2. The line of succession for other shelter and mass care personnel will be in accordance with existing policies and SOPs.

## VIII. READINESS LEVELS

### A. Level 4: Normal Conditions

See the mitigation and preparedness activities in sections V.H.1 and V.H.2 of this annex.

### B. Level 3: Increased Readiness

1. Alert key staff and volunteer organizations involved in shelter and mass care activities of threat.
2. Review personnel availability and assignments.
3. Assess potential shelter and mass care requirements.
4. Review and update lists of lodging and feeding facilities and check on availability of facilities.
5. Monitor the Situation.



**C. Level 2: High Readiness**

1. Place staff on standby and make preliminary assignments. Identify personnel to staff the MACC when activated.
2. Update estimate of shelter and mass care requirements.
3. In coordination with volunteer organizations, check on availability of facilities and identify facilities that will actually be used.
4. In coordination with volunteer organizations, develop tentative shelter and feeding facility opening sequence
5. Identify requirements for pre-positioning equipment and supplies.
6. Draft information for the PIO to release to the public concerning shelter locations.

**D. Level 1: Maximum Readiness**

1. Deploy selected personnel to the MACC to monitor the situation and support precautionary activities. Place other staff on-call.
2. Update estimate of shelter and mass care requirements.
3. In coordination with volunteer organizations, update potential facility use plans and tentative facility opening sequence.
4. In coordination with volunteer organizations, develop updated staff assignments for emergency operations.
5. Consider precautionary staging of personnel, equipment, and supplies.
6. Coordinate with the Communications Officer on anticipated communications requirements.
7. Coordinate with the Transportation Officer on anticipated transportation requirements.
8. If appropriate, provide the PIO information about potential shelter locations.

<b>IX. ADMINISTRATION AND SUPPORT</b>
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**A. Records**

1. The Shelter Supervisors will keep an accurate count of volunteer hours of shelter workers and a daily log of occupancy. These reports will be delivered to the County EMC when all the shelters are closed.
2. Shelter and feeding facility managers shall maintain a record of supplies received and expended. Copies of these records will be provided to the Shelter Branch Director, who shall maintain a consolidated file.
3. Documentation of Costs: All departments and agencies will maintain records of personnel, equipment used and supplies expended during shelter and mass care operations as a basis for possible cost recovery/reimbursement of expenses from a responsible party, insurer, the state or federal government.

**B. Reports**

1. Shelter Supervisors will report occupancy counts and number of meals served to the Shelter Branch Director in the MACC daily.
2. The MACC will include shelter occupancy information in the periodic Situation Report sent to the Disaster District and other agencies. Information on the Situation Report is provided in Annex N, Direction & Control.
3. The preferred reporting method is via WebEOC

**C. Training & Exercises**

1. The EMC will coordinate with HPP to ensure that shelter management appropriate training is made available to local officials and volunteers who participate in shelter and mass care activities. All departments and organizations should ensure that their personnel are trained to accomplish the tasks assigned to them.
2. Emergency exercises shall periodically include a shelter and mass care scenario based on the hazards faced by this jurisdiction. Volunteer organizations that participate in shelter and mass care operations shall be invited and encouraged to participate in such exercises.

**D. Communications**

The primary communications between shelter and mass care facilities and the MACC will be by telephone. If telephones cannot be used, radios should be provided; amateur radio operators may be able to assist with communications needs.

**E. Welfare Inquiries**

Brazoria County uses Texas ETN to register residents that are housed in a county shelter. Should relatives, friends, employers, or others call the MACC via the Call Center to inquire about an individual in a shelter; the information will be collected and documented on a shared spreadsheet provided by the Shelter Branch Director.

**F. External Assistance**

If shelter and mass care needs cannot be satisfied with local resources and those obtained pursuant to inter-local agreements and from volunteer organizations, authorized local officials may request state assistance from the Disaster District Committee Chairman. For more details on requesting state assistance, see Section V.F of the Basic Plan.

<b>X. ANNEX DEVELOPMENT &amp; MAINTENANCE</b>
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- A. The Brazoria County Emergency Management Coordinator is responsible for developing and maintaining this annex. Recommended changes to this annex should be drafted as needs become apparent.
- B. This annex will be revised annually as needed and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

<b>XI. REFERENCES</b>
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- A. Shelter Field Guide, FEMA P-785
- B. Brazoria County Field Operations Guide for a General Population Shelter.

**Appendices:**

- Appendix 1.....Reception and Care Facilities
- Appendix 2.....Shelter & Mass Care Agreement
- Appendix 3 ..... Hurricane Reception and Care

<b>RECEPTION AND CARE FACILITIES</b>
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- A. Buildings listed in this appendix have been surveyed for their suitability as temporary reception and care facilities. The buildings surveyed fall into the following categories:
1. Public schools with multi-purpose rooms, showers, and cafeteria facilities.
  2. Church facilities such as parish centers with kitchens.
  3. Clubs operated by fraternal and social organizations that have suitable eating and bathroom facilities.
  4. Governmental or non-profit facilities such as community centers or activity centers for senior citizens.
  5. Governmental and/or public buildings considered being essential operations facilities for managing a crisis, i.e., city halls, courthouses, fire and police stations, and hospitals.
- B. The following are definitions used in the facilities listing:
1. Estimated Shelter Capacity: The estimated short-term capacity of the facility based on 40 square feet per person.
  2. Estimated Feeding Capacity: The estimated number of people for which the facility can prepare food e.g. three simple meals per day.
  3. Shelter Agreement:
    - a. Indicates the building owner(s) have a shelter agreement with the County.
    - b. An "N" or a "No" response in this column indicates that the building is not presently covered by a shelter agreement.

## RECEPTION AND CARE FACILITIES LISTING

<u>NAME/ADDRESS</u>	<u>EST. CAP.</u>	<u>EST. FEEDING CAPACITY</u>	<u># OF TOILETS</u>	<u># OF SHOWERS</u>	<u>GENERATOR?</u>	<u>SHELTER AGREEMENT?</u>
Willow Drive Baptist Church 200 Willow Drive. Lake Jackson, Tx 77566	100	100	16	0	No	Yes
First Baptist Church of Rosharon 16211 2 <sup>nd</sup> Street Rosharon, TX 77583	100	100	10	4	No	Yes
BISD Clute Intermediate 521 South 16 <sup>th</sup> Street Clute, Tx 77531	300	300	14	15	No	Yes
Columbia High School 521 South 16th Street West Columbia, TX 77486	500	500	12	18	No	Yes

<b>SHELTER &amp; MASS CARE DOCUMENTS</b>
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MOU with Homeland Preparedness Project for Sheltering

(Redacted)

HURRICANE RECEPTION & CARE
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Brazoria County is a hurricane evacuation area and this section is not applicable.