

BARNES COUNTY SHELTER/MASS CARE ANNEX



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Table of Contents

Table of Contents.....1
Authority and Implementation.....2
Promulgation Statement.....4
Purpose.....5
Assumptions.....5
Concept of Operations.....9
 Prevention/Mitigation/Preparedness Phase.....9
 Response Phase.....10
 Recovery Phase.....16
Functional and Tasks Coordinators.....18

Authority and Implementation

Legal Authority

1. NDCC 37-17 ND Disaster Act.
2. NDCC 23-01-05.12 ND Department of Health, Health Officer – Qualifications, salary, terms, duties.
3. NDCC 23-07.6 ND Department of Health, Communicable Confinement Disease Procedure.
4. NDCC 36-01-08 ND Board of Animal Health, Duties, Rules, Fees.
5. NDCC 36-01-12 ND Board of Animal Health, Powers of Board Over Contagious and Infectious Diseases.
6. NDCC 36-01-28 ND Board of Animal Health, Enforcement Orders – Administrative Hearing – Penalty.
7. American Red Cross Shelter Agreements.

Implementation - The procedures for coordination of emergency response and recovery in shelter and mass care are to be executed at such time as:

1. Requests to shelter, shelter-in-place, and/or provide mass care will be facilitated when the on-scene Incident Commander decides an incident has the potential to create a public safety hazard. The Incident Commander will notify the Emergency Operations Center (EOC) of apparent need and notify the Barnes County Emergency Manager for coordination who will then notify the Individual and Family Assistance Coordinator and/or American Red Cross to begin shelter and/or mass care operations.
2. The American Red Cross has the authority to open shelters via their facility agreements and will coordinate with other voluntary agencies.
3. Just-in-time shelters may also be utilized at the discretion of the Chief Executive Official and/or Incident Command.
4. Shelter-in-place directions will be provided by the Incident Commander.

Level of Activation – The Department of Homeland Security implementing the National Incident Management System describes the level of evacuation

1. Type 5 Level Event description: An example would include sheltering single family home from a fire or collapse with less than 10 individuals in a hotel or similar arrangement

Response: Response assets would be limited to single resources for a couple of nights.

2. Type 4 Level Event description: An example would include sheltering multiple families from apartment complex from a fire or collapse, hazardous materials spill, or law enforcement event that requires a multi-block perimeter. It could also include a winter storm closure on state highways stranding motorists. Less than 100 in hotels and a possible small overnight shelter at a church or school.
Response: Would require multiple agencies on a city wide response.
3. Type 3 Level Event description: An example would include sheltering a portion of a small town from hazardous materials or massive destruction from tornados or large neighborhoods in a small town. Less than 250 under control from the American Red Cross certified shelter for three to seven days.
Response: Response assets would be multiple departments/agencies from outside communities.
4. Type 2 Level Event
Description: An example would include sheltering multiple cities up to 25% of the county's population and would require coordination of multiple shelter sites in the county and within the region for up to 1500 individuals for more than a week.
Response: Requires support from the state agencies and organizations to coordinate events.
5. Type 1 Level Event description: An example would include sheltering operations in one or more of the surrounding counties for long periods of time from tornados, flooding, or massive fires for 90 days or more.
Response: Requires long term support from state and federal agencies for recovery and relocation.

Facilities

1. Approved Shelter Facilities are contracted through and managed by the American Red Cross and can be utilized by contacting the Red Cross. See the Barnes County Local Emergency Operations Plan (LEOP) Shelter Maps and Address, Annex F.
2. Potential Shelters will be provided by the County or the Red Cross at their discretion based on the needs of the community.
3. Barnes County Emergency Animal Shelters will be determined by County Extension Agent based upon need and availability.
4. Points of Distribution, contact information, and capabilities are located in the LEOP Resource List, Annex C. Possible POD Locations are at Washington Elementary School and Jefferson elementary Schools in Valley City, which were approved as "Fully Capable" by FEMA inspectors. They are listed on Web-EOC.

5. Mutual aid agreements for outside county support including opening additional shelter locations to meet 25% sheltering goals are located in the LEOP Resource List, Annex C. Any use of these mutual aid agreements should be coordinated through or notified to the State Emergency Operations Center.

Promulgation Statement

Transmitted herewith is the Barnes County Shelter/Mass Care Plan. This plan supersedes any previous plans promulgated for this purpose. Government at all levels has the responsibility for the protection of life, property and the environment from hazards, which are known to threaten the jurisdiction. Therefore: by the authority of the Barnes County Commission, we do hereby order that the Barnes County Shelter/Mass Care Plan be put into effect and be promulgated to all appropriate entities in the county. The plan assigns tasks and responsibilities to county and city agencies and establishes a broad concept for conducting preparedness, response and recovery efforts if an emergency or disaster threatens or occurs.

These cities, by resolution, hereby adopt the concepts and conditions set forth by the Barnes County Shelter/Mass Care Plan:

<u>Cities</u>	<u>Date of Resolution</u>	<u>Cities</u>	<u>Date of Resolution</u>
Dazey		Fingal	
Kathryn		Leal	
Litchville		Nome	
Oriska		Pillsbury	
Rogers		Sanborn	
Sibley		Valley City	
Wimbledon			

Eldred Knutson, Barnes County Commission Chair November, 2013

Rodger Berntson, Barnes County Commission November, 2013

Cindy Schwehr, Barnes County Commission November, 2013

John Froelich, Barnes County Commission November, 2013

Phil Leitner, Barnes County Commission November, 2013

Purpose

As history has shown, residents of Barnes County typically have no desire to relocate to a public shelter. More often than not, residents are reluctant to leave their homes during a disaster, and sometimes with disastrous results. In some instances, in-place sheltering can be effective. However, disasters such as flooding, hazardous materials incidents or when utilities are affected for long periods of time, the public may be hard pressed to survive in their homes, even more so during periods of extreme temperatures. Additionally, destroyed or uninhabitable homes from explosions, fires, high winds or tornadoes may require immediate sheltering and mass care activities. The purpose of this annex is to ensure that residents of the County have access to a public shelter in the event of a natural or manmade disaster.

Assumptions

1. Potential hazards, such as flash flooding and hazardous materials incidents, may require the evacuation of selected areas. The actual emergency situation will determine the scope of the evacuation and the number of evacuees from a specific area that will require sheltering.

2. In past disaster under localized emergency conditions, a high percentage (90 percent or more) of evacuees will seek lodging with friends or relatives rather than go to established facilities.
3. Essential public and private services will be continued during a mass care situation, but normal activities in some schools, recreational facilities, and churches may have to be curtailed or discontinued.
4. All shelters should be outside the hazard area but close enough for individuals to be in close contact with their surroundings/evacuation routes/homes/ families when possible.
5. Evacuees from a flooded area should be sheltered in locations higher than the 100 year floodplain boundary.
6. Although local government has overall responsibility for managing an emergency, whenever possible, the shelter operator will be the American Red Cross (ARC) but can also include the Salvation Army, faith based organizations or civic organizations.
7. Red Cross will manage and coordinate shelter/mass care operations within their capability and following their Standard Operating Procedures and following ARC appropriate models.

Model 1: American Red Cross Shelters

- Traditional shelter model where ARC occupies a facility, plans, organizes, directs and controls every aspect of the services provided.
- ARC assumes all direct, documented disaster-relief costs associated with the operation of the shelter including operating costs over and beyond the normal operating costs of the facility.
- Shared liability with the ARC and facility owner based on their respective responsibilities regarding the facility.

Model 2: American Red Cross/Partner Shelters

- Similar to traditional shelter model.
- Primary difference is that the majority of the volunteer staffing will come from the partner agency. ARC will train and register partner volunteers.
- ARC will retain administrative control of the sheltering operation.
- Shared liability with all partners.
- Group will co-brand signage.

Model 3: American Red Cross Supported Shelters

- Shelters where a community agency wishes to extend their services to their community as part of their own mission while maintaining administrative control of their facility and the services provided.
- ARC will provide negotiated levels of support, such as financial, logistical, material or technical support.

Model 4: Independently Managed Shelters

- The Red Cross seeks to support those shelters operated in accordance with Red Cross Fundamental Principals.
 - These shelters are run by community agencies that have determined they want (1) administrative control, (2) do not want to abide by Red Cross Disaster Code of Conduct and/or (3) may not want to be supported by the Red Cross.
 - ARC may assist with bulk distribution, casework, feeding, health services, and mental health as they would any community.
8. American Red Cross cannot shelter pets other than service animals as defined in the American with Disabilities Act due to safety, allergy, noise, health, and sanitary conditions but will work with other organizations to locate and provide an appropriate location for individuals' pets.
 9. Government run animal shelters will only occur in large scale disasters (Type 1 or Type 2) where
 - a. adequate resources can be arranged
 - b. evacuation is ordered through governor or for immediate life safety
 - c. destruction of property indicates long term care of animals
 10. Some individuals will not leave their homes and seek shelter without their pet. Therefore, lower level events will necessitate care of animals by owners and arranged through private facilities, humane society, or hotels in accordance with availability and their Standard Operation.
 11. All efforts should be made to keep animal shelter site as close to owners/disaster site with considerations for safety as possible.
 12. If disaster occurs in multiple areas, humane societies across state may be tasked.
 13. If disaster occurs in humane society's local jurisdiction and in an outlying county, local jurisdiction will have precedence.
 14. Shelter operators need to ensure that sheltering programs are accessible to people with disabilities.
 15. Local governments and shelter operators may not make eligibility for mass care shelters dependent on a person's ability to bring his or her own personal care attendant but limited care in a shelter may exist and cannot discriminate.
 16. Public and private providers of institutional care and independent living care (medical and residential) remain responsible for having shelter plans for continued care of their clientele when in shelters.
 17. Relocation areas will be determined by the Incident Commander, Emergency Operations Center (EOC), Red Cross Coordinator, or Emergency Manager as designated taking into account the nature of the hazard, the location of the incident,

the number and type of population affected, weather conditions, and the estimated length of time until reentry is allowed.

18. Due to constraints on resources and time, the type of shelter may change over time. Generally shelters will progress in the following manner:
 - a. Shelter in Place
 - b. Immediate shelter for protection against hazard (up to 12 hours, lobbies, cars, buses, any enclosed space with little or no services)
 - c. Short term community shelter (limited services, 12 hours to three days)
 - d. Long term community shelter (three to 45 days, established facility with mass care capabilities)
 - e. Shelter for Functional Needs (facilities with similar capacities i.e. hospital to hospital, nursing home to nursing home.)
 - f. Long term housing (over 45 days i.e. dorms, trailer houses, public housing, etc.)
19. Operation of long term community shelter facilities will be determined on a day to day basis but will include plans to operate for a minimum of 45 days.
20. Experience in emergency response over the years suggests some common necessities that the public will require to meet health, safety, and lifesaving needs. They include potable water (usually bottled), packaged ice, Meals Ready to Eat (MRE) and other supplies. As an example, general food items (milk, bread, water) are typically in short supply immediately before a severe winter storms or floods and with the potential for blocked roads, supplies may not be readily supplied for days. Mass feeding will be done through established shelters utilizing VOAD volunteers along with other local private agencies as needed.
21. Points of Distribution - In addition to Red Cross and other volunteer resources, Barnes County has established local distribution point planning for commodities referred to as Points of Distribution (POD). In small-scale disasters and in the initial hours of larger disasters, these commodities are often supplied by State and local governments, donations from industry, and volunteer agencies. When the need for commodities exceeds the state's capability, under a Presidential Declaration, the state can request that FEMA provide the additional requirements. FEMA will provide commodities stored in bulk quantities at regional logistics centers in various locations and, if needed, task the purchase of additional quantities of ice and water. The commodities are delivered from the federal staging areas to state logistical staging areas where the state in turn supplies the local distribution points. Bulk distribution of emergency relief items will be done by volunteers and county employees as designated by the Barnes county commission in the time of disaster.
22. Recreational Opportunities/Day Care at shelter facilities can provide activities for children to allow adults to arrange for housing and recovery activities and should be coordinated by specific agencies (Parks Departments and Day Care Centers) as

appropriate and available. Additionally, activities support psycho-social and mental health recovery.

23. A specially designated shelter for first responders should be established if the responders themselves are displaced from their homes or if multiple operational periods are expected. The shelter should be separate from the general public and provide mental health counseling as necessary.

For estimation of Special Needs Populations, see Appendix D of the LEOP

Concept of Operations

The ND Department of Emergency Services categorizes emergency management activities into three operational phases, which often occur concurrently: Phase 1—Prevention, Mitigation and Preparedness; Phase 2—Response; and Phase 3—Recovery. Local responses to evacuation/shelter-in-place may encompass all three phases.

The Barnes County Emergency Operations Plan, of which these procedures are a part, will guide local government emergency/disaster operations in relation to shelter and mass care with support from private/nonprofit agencies. This is not intended to be an all inclusive checklist of the activities that should be covered but guidelines for the three operational phases.

Prevention/Mitigation/Preparedness Phase

Command and Control – County Commission (Emergency Management as assigned)

1. Review and maintain agency plans. Develop Shelter and Mass Care Standard Operating Procedures.
2. Participate in shelter and mass care planning, training, and exercises.
3. Test and maintain communications capabilities.
4. Provide public awareness campaigns to support individual responsibility and community support for sheltering/mass care operations. Public awareness campaigns for summer and winter awareness include information on sheltering. Additional information can be found at ready.gov and redcross.org on personal planning to address reunification, disaster supply kits, and medications.
5. In times of emergency information will be released to public through the local radio and television stations. Pertinent information may also be disseminated through “Code Red” at the Barnes County Dispatch Center.

Individual and Family Assistance

1. Identify organizations that will manage shelters.
2. Make sure shelter managers have made arrangements for 24- hour access to buildings at shelter locations.
3. Maintain relationship with area organizations serving Functional Needs populations and this relationship should be utilized during planning updates.
4. Identify shelters in coordination with State and Red Cross policies.
5. Identify sources of shelter supplies (including food and water).
6. Recruiting and training of shelter managers, who will set up and administer shelter operations, and assign, train, and supervise shelter personnel through American Red Cross.
7. Disaster Relief will be set up in an area preferably unaffected by the event and easy for all citizens to access. This will be set up and run by those appointed by the county commissioners.

Health and Medical Functional Coordinator

1. Coordinate with the Red Cross to plan for first aid at shelters.
2. Develop procedures for dealing with people who want to bring pets to shelters.

Response Phase

Command and Control – County Commission

1. Providing emergency declarations for the operation of shelters, as necessary.
2. Providing policy enforcement for the protection and ability of all citizens to access shelters as resources allow.
3. If necessary, providing shelter outside the local area (work through mutual aid channels).
4. Requesting support/coordination from state agencies/governor's office for the operations of mass care/sheltering through Emergency Management Office.

The Incident Commander and/or the Emergency Manager

1. Alerting the American Red Cross to activate the shelters.

2. Contacting the Public Information Officer to prepare materials to be broadcast over the Emergency Alert System (EAS).
3. Designate facilities within commuting distance of the hazardous areas for emergency workers.
4. Coordinate requests for assistance from the public.
5. Assisting the Public Works Functional Coordinator in providing transportation for people who need assistance to shelters.
6. Organizing and prioritizing search and rescue efforts.
7. Continue to reassess needs and disaster conditions.
8. Request food, equipment, and other supplies needed to support mass care facilities.

The County Public Information Officer

1. Disseminating the information received from the Emergency Operations Center, such as:
 - a. List of activated shelters.
 - b. What to bring to a shelter.
 - c. Public telephone numbers for obtaining emergency information.
 - d. Contact phone number for the disable to use to request assistance.
2. Developing emergency public information materials with instructions to the public for sheltering.
3. Arrange media interviews and press conferences to disseminate information.
4. Providing emergency information for the media for printing and distribution.
5. Arranging for activation of EAS to provide continuous public information.
6. Coordinating the public inquiries with Emergency Operations Center.
7. Further information on dissemination of public information can be found in the Public Information Annex.

Individual and Family Assistance

1. Social Services shall provide:

- a. Support to the American Red Cross at designated shelters for non-English speaking populations.
 - b. Provide mental health services.
 - c. Coordinate with special needs populations for establishing shelters with specific needs.
 - d. Coordinate with ministerial association for cultural/religious needs at shelters.
 - e. Maintain updated list of victims and their locations for family reunification.
 - f. In cooperation with the Red Cross assist with the registration of evacuees, the listing of casualties, and handling welfare inquiries.
 - g. Determine which pre-selected shelters and/or Family Assistance Centers will be needed and if they are functional.
 - h. If evacuation is ordered, activate mass care facilities in reception areas.
 - i. Periodically poll mass care facilities to determine evacuee load and support requirements.
 - j. Coordinate the delivery of bulk and emergency relief items with Public Works at Points of Dispensing, Shelters, Red Cross, Salvation Army and other appropriate volunteer organizations.
2. The American Red Cross/Volunteer Organizations are responsible for:
- a. Receive, shelter, and care for evacuees.
 - b. Provide emergency services for the public in designated shelters.
 - c. Provide the county emergency manager updates and situation reports on shelter status and of any equipment or supplies that are needed or are in abundance.
 - d. The American Red Cross will designate and provide a trained shelter manager to assist with operations at each facility.
 - e. Call up augmentation staff to provide personnel for reception, medical care, shelter and feeding of evacuees; request volunteers.
 - f. Establish and operate mass care and shelter facilities.
 - g. Work with Public Works Coordinator for bulk distribution of food, water, and ice at POD sites.

Public Safety

1. Law Enforcement is responsible for:
 - a. Implementing traffic control procedures.
 - b. Assisting in evacuating hazardous areas.
 - c. Assisting Highway Department/Public Works with traffic control devices.
 - d. Providing security and law enforcement for shelters, Points of Distribution, and evacuated areas.
 - e. Providing communications to assist emergency services personnel to insure coordination of agencies.
 - f. Assume command with authority from ND Century Code 12.1-25-04 and initiate evacuations during civil unrest, criminal activities, or bomb threats.

Health and Medical Functional Coordinator

1. Health Department will coordinate with the ARC to:
 - a. Provide health and medical care at sheltering facilities.
 - b. Distribution of drugs, vaccines, and other medications that may be needed.
 - c. Provide sanitation and environmental assessments.
 - d. Assume command and initiate evacuations during bioterrorism events or biological outbreaks with authority from ND Century Code 23-35-08.
 - e. Assist with sheltering and/or shelter-in-place decisions concerning institutional facilities.
 - f. Notify institutional facilities with sheltering and/or shelter-in-place decisions.
2. EMS Assist in the evacuation of institutionalized persons in threatened areas according to their evacuation procedures and available resources.
3. NDSU Extension Service at the County Level
 - a. Provide Liaison to County Government Emergency Operations Center.
 - b. Provide facilities to shelter animals on both short and long term basis.
 - c. Provide supplies (food, construct large kennels, medications, etc.) to shelter under disaster assistance and resource funding.
 - d. Distributing available animal supplies to the public.
4. Humane Society
 - a. Provide short term shelter management (3 days) – local humane society.
 - b. Support daily care of animals including but not limited to, cleaning, walking, feeding, grooming, etc. - local humane society.
 - c. Provide lost and found services to the public – local humane society.
 - d. Provide Liaison with US Humane Society – local group initially.
 - e. Provide long term shelter management – US Humane Society.
 - f. Provide Rescue and Capturing Operations – US Humane Society.
 - g. Provide a list of kennels, vets, or animal boarding for smaller operations – local humane society.
5. State of ND Vet Core
 - a. Provide medical care as deployed through ND DES.
 - b. Provide services to euthanize animals for disease prevention in accordance with state policies.
6. Pet Owner
 - a. Provide daily care for animals including but not limited to, cleaning, walking, feeding, grooming, etc.

- b. Provide kennels, leashes, food and toys for initial (3 days) of care until facilities can be arranged.
 - c. Provide contact information to arrange long term care of animals – longer than 30 days.
7. Public Health Support of Mass Feeding
- a. Food Safety
 - Food can be kept safely at room temperature for periods of up to 30 minutes. Otherwise, keep all perishable food in refrigerators that can be maintained at 41 degrees F or colder.
 - Do not serve potentially hazardous foods such as ground meet or egg salad sandwiches, chicken or other fowl, potato salad, and cream-filled desserts and pastries.
 - Appropriate meal items include peanut butter and jelly sandwiches, smoked meat or cheese, hot soup, and canned or peeled fruits and vegetables.
 - b. Home-Prepared Foods

In general, do not serve home-prepared meals or hot dishes. Non-hazardous foods like baked cookies, bars, fruit pies, or cakes are acceptable.
 - c. Drinking Water – If your water has been contaminated:
 - Use only boiled or bottled water.
 - Use only commercially packaged ice, from approved sources.
 - d. Food Temperatures
 - Keep Hot Foods Hot (140 degrees F or above).
 - Keep Cold Foods Cold (41 degrees F or below).
 - e. Garbage Handling - Garbage should be disposed of frequently. If the local community disposal facility is not accessible, use a remote area for temporary storage. Be sure to clean these temporary storage areas thoroughly and dispose of your garbage properly when regular disposal facilities re-open.
 - f. Sanitizing Cooking and Eating Utensils
 - Disposable dishes and utensils should be used whenever possible. IF that is not possible, clean utensils in a standard three-compartment sink – or a sink equipped with three separate containers, which can serves as an improvised three-compartment sink.
 - Use the following procedure to sanitize utensils
 1. Wash all items in the first sink, using a household detergent solution.
 2. Rinse in the second sink, using clean, warm water. Be sure to remove any detergent residue, to ensure that the final, sanitizing step will be effective.
 3. Sanitize utensils in the third sink. Use a solution made with ½ ounce of ordinary laundry bleach, in a gallon of water. This will yield a chlorine concentration of 200 parts per million – which should be adequate to sanitize dishes, even if the water is contaminated.
 - Make sure dish washing water is clear, and free of sludge and sediment.
 - Air dry all dishes and utensils.

- g. Food Service Workers
 - All persons volunteering to work in the mass feeding center should be properly oriented before they begin work.
 - Personal hygiene for food service workers.
 - Food workers should wash their hands frequently – particularly after using the toilet, or after handling materials or equipment that may be contaminated.
 - Keeping yourself – and your clothing – clean is essential for all people who work in the mass feeding facility.
 - People with intestinal or respiratory illnesses should not be allowed to work in a food service operation.
 - No cuts, burns, or other skin abrasions should be allowed to handle food.
- h. Food Considerations for Special Dietary Needs
 - When possible serve foods in accordance with dietary needs and medical needs of population as suggested by certified dietitian.
 - When possible serve foods that are in accordance with religious observances as suggested/coordinated/provided by ministry association.
- i. Supervision
- j. If possible, mass feeding operation should be supervised by someone who has experience with large food service operations. Possible candidates include school or institutional food service managers – or people who have worked as a cook, employees, or managers in large restaurants or Red Cross certified staff.

Public Works

1. Public Works Department is responsible for:
 - a. Inspection of buildings and shelters pre and post disaster.
 - b. Upgrading shelter as requested by the Emergency Operations Center
 - c. Provide transportation resources, as available, for evacuees without transportation
 - d. Evacuate and relocate any mass care facilities which become endangered by any hazardous conditions.
 - e. Open recreational facilities in coordination with Parks and Recreation Department based upon need to entertain
 - f. Provide and manage distribution facilities (i.e Point of Distribution) with appropriate logistical support in coordination with the Individual and Family Assistance Coordinator and ICS Logistic Chief
 - g. Coordinate movement of individual with functional needs with Individual and Family Assistance Coordinator, facility management, ND Emergency Medical Service (EMS) Association, ND Long-term Healthcare Association, NDDES, or other applicable agencies as appropriate. Contact private bussing companies within the county to ascertain the appropriate transportation needed for the event.

- h. Responsible for the sanitation needs along with Public Health and Shelter Volunteers at individual sites.

Administration

1. State Attorney is to provide technical assistance to the Emergency Operations Staff/County Commission with interpretations of related legal issues.
2. Auditor should record and evaluate information regarding requests, activities, expenditures, damages and casualties.
3. Housing Authority should determine number of evacuees who need emergency and temporary housing.
4. Housing Authority, in coordination with the Red Cross, Salvation Army, and state and federal agencies, should locate and allocate emergency and temporary housing.

Notifications/Communications/Warning

1. Establish alternative communications links where needed.
2. Provide public information with support of Public Information Officer through
 - a. Siren Alert Warning System
 - b. TV Cable Interrupt
 - c. Emergency Alert System (EAS)
 - d. Law Enforcement and Fire public announcement (PA) systems
 - e. Door-to-door notification
 - f. Media (TV, Radio, Newsprint)
 - g. NOAA Weather Radio
 - h. Barnes County Web Site
 - i. Code Red Alert System

Recovery Phase

Command and Control – County Commission

1. Make suggestions for corrections or changes to the Shelter and Mass Care Annex.
2. Emergency Manager support dissemination of information on State and Federal Individual and Family Assistance Recovery Programs and provide information to the public through the public information officer and shelter coordinators.
3. Public Information Officer.

4. The Emergency Operations Center in coordination with the Red Cross will advise the Public Information Officer to announce the return movement to evacuees in public shelters.

Individual and Family Assistance

1. Social Services

- a. Provide reports and documentation of actions taken during sheltering.
- b. Reasonable accommodations and recovery services for disabled individuals should be considered in priority of property repair and utilities.
- c. Provide a list of services, programs, and additional support available under government social services and other government agencies.
- d. Support the identification of available resources to assist individuals with functional needs through Centers for Independent Living such as:
 - Replacement of equipment, medical supplies
 - Medications
 - Housing
 - Counseling
 - Alternative Care Providers
- e. Coordinate with the National Center for Missing and Exploited Children for reunification of family members.

2. American Red Cross/Volunteer Organizations

- a. Provide clean-up kits and volunteer assistance.
- b. Continue shelter, mass feeding, and welfare inquiry services until they are no longer required.
- c. Provide a list of services, programs, and additional support available to victims for their long term recovery. These services can be provided through Volunteer Organizations Active in Disasters (VOAD), ministerial associations, or volunteer agencies.

The ARC will close shelters by:

- Removing all Red Cross ID.
- Making a post-use survey of the building by the last shelter manager and building representative.
- Returning all borrowed and rented equipment as well as Red Cross supplies.
- Obtaining any charge statements or bills for purchases made.
- Arranging for cleanup of the shelters prior to returning them to the owner.

Public Safety

1. Law Enforcement
 - a. Ensure evacuated areas are safe for re-entry.
 - b. Implement traffic control procedures to ensure an orderly return of evacuees to their homes.
 - c. Assist Highway Department/Public Works in recovering barricades and any other barriers utilized.
 - d. Complete reports as required.

Health and Medical

1. Track ongoing needs of individuals with regards to health issues related to disaster operations.

Public Works

2. Move displaced persons to improved quarters.

Administration

1. Auditor's Office will maintain a record of all administrative/financial transactions.
2. Housing Authority will coordinate long term housing needs.
3. Tax Equalization will identify appropriate available housing and contractors

Functional and Task Coordinators

Functional coordinator positions are identified in the Barnes County Emergency Operations Plan. Specific coordinators needed for an evacuation or shelter-in-place event are:

- 1 Incident Commander
3. Individual and Family Assistance Functional Coordinator
4. Red Cross/Volunteer Organizations
4. County Emergency Manager/County Commission

Task coordinator positions are identified in the Barnes County Emergency Operations Plan. Specific coordinators needed for this event are:

1. Transportation
 - a. Public Works

- b. South Central Adult Services
 - c. Emergency Medical Service (as necessary/available)
 - d. School Districts, Dietrich and Sons
 - e. Fire Departments (as necessary/available)
2. Housing
- a. Barnes County Housing Authority
 - b. Barnes County Tax Equalization Office
 - c. Basic Care Facilities
 - d. Intermediate Care Facilities
 - e. Assisted Living Facilities
3. Animals/Pets/Livestock
- a. Barnes County Extension Service
 - b. Humane Society
 - c. ND State Veterinarian
4. Security
- a. Public Safety Functional Coordinator – Law Enforcement
 - b. Disability Advocates
 - c. Barnes County States Attorney
5. Communications and Public Awareness
- a. Communications Functional Coordinator
 - b. Warning Functional Coordinator
 - c. South Central Human Service Center or State Radio contract for Language Line Services for non-English speaking services
 - d. Freedom Resource Center for Independent Living (Fargo) for Disability Communications/Resources
 - e. State Radio
 - f. Public Information Officer
 - g. Statewide 211 Information Services
 - h. Various Web Sites
 - ready.gov
 - redcross.org
 - nd.gov/dhs/onlineserv/ndseniorinfo
 - ext.nodak.edu
 - co.Barnes.nd.us
6. Mass Care/Points of Dispensing
- a. Barnes County Social Service
 - b. ND Job Service

- c. South Central Adult Services
- d. Barnes County Water Board
- e. Volunteer Organizations Active in Disasters (VOAD)
- f. City-County Health District
- g. Barnes County Veteran's Service Office
- h. South Central Human Service Center
- i. Senior Centers
- j. Ministerial Association
- k. Park Boards
- l. Day Care Centers
- m. Hospital

*See County /City Functional Annex Charts in the Barnes County Emergency Operations Plan, pages 10 and 11.