

# KITTITAS COUNTY, WASHINGTON

## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### EMERGENCY SUPPORT FUNCTION 6

#### \*\* MASS CARE, HOUSING & HUMAN SERVICES \*\*

**PRIMARY AGENCY:** Kittitas County Emergency Management

**SUPPORT AGENCIES:** Kittitas County Chapter of the American Red Cross  
(KCC-ARC)

#### I. INTRODUCTION

**A. Purpose**

This support function develops a countywide capability for public shelter support during times of emergency or disaster.

**B. Scope**

This support function ensures a coordinated effort between government and community service organizations to provide basic human-needs support to affected people after a disaster.

**C. Limitations**

Presently, Kittitas County and its communities can provide emergency short-term protection to meet the needs of residents and an additional percentage of evacuees by maximizing use of public buildings, churches, and schools as temporary housing, feeding, or medical facilities. Existing public fallout shelters are inventoried but not equipped, supplied, or maintained due to the lack of state or federal funding for the continuation of such programs.

#### II. POLICIES

1. All appropriate governmental and volunteer agency resources will be used as available.
2. All services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
3. The Kittitas County Plan will not supersede the KCC-ARC response and relief activities. KCC-ARC operations will conform to the American Red Cross (ARC) Board of Governors' Disaster Services Policy Statement and will be performed in accordance with the ARC Disaster Services regulations and procedures.

4. Tracking of displaced citizens will be accomplished by the ARC Disaster Welfare Information (DWI) procedures.

### III. SITUATION

#### A. Emergency/Disaster Hazards and Conditions

Several different hazards exist that could cause the need for mass care of the population, either due to evacuation or displacement caused by damaged structures. Those conditions are, but not limited to Wildfire, Earthquake, Floods and Hazardous Materials emergencies.

#### B. Planning Assumptions

1. The shelter program shall be developed on the assumption that people may have to remain in public shelters for a period of time.
2. For planning purposes, it is assumed less than twenty percent of the population will require public shelter services in any given situation. Research conducted by Snohomish County (1981) indicates most people evacuated from their homes for extended periods of time will find their own shelter in non-impacted areas either with friends or relatives.
3. There are enough resources available locally to care for the local population for at least two weeks.
4. The Kittitas County Chapter of the American Red Cross (KCC-ARC) has existing agreements in place for shelters and an activation and staffing plan for shelter operations.
5. Local area churches and volunteer organizations will mobilize as required.

### IV. CONCEPTS OF OPERATIONS

#### A. General

1. The KCC-ARC has established a mass care/shelter plan. They are responsible for inventorying potential shelter locations and have:
  - a. Identified usable shelters, to include, but not limited to schools, churches, and campgrounds.
  - b. Written agreements to use shelters, as appropriate.
  - c. Trained volunteers for mass care and shelter operations.
  - d. Established a communication system for communications between shelters, KCC-ARC, and the EOC.
  - e. Established, with other social service organizations, a crisis counseling system.
2. In an actual emergency, information concerning the shelter program including public shelter locations, will be disseminated as directed by Kittitas

County Emergency Management or the designated Public Information Officer in coordination with the KCC-ARC.

3. The KCC-ARC representative to the EOC will function as the mass care representative.

**B. Organization**

1. The KCC-ARC has developed a mass care/shelter plan for the Kittitas county areas. Along with this plan the KCC-ARC has trained volunteers and paid staff to carry out the plan.
2. Kittitas County Emergency Management has and continues to work with the KCC-ARC to assist in the coordination and liaison with local government and the public in instituting mass care and shelter activities for the public.

**C. Procedures**

Sheltering and mass care will follow the SOP's developed and implemented by the Mass Care plan of the KCC-ARC.

**D. Mitigation Activities**

For the purpose of this ESF, Mitigation and preparedness are considered the same.

**E. Preparedness Activities**

1. The KCC-ARC:
  - a. Identify usable facilities for shelter and mass care.
  - b. Maintain a current listing of all available shelters.
  - c. Recruit and train volunteers for mass care operations.
  - d. Coordinate with Emergency Management in planning issues and other mass care concerns.
  - e. Develop a liaison with other community service organizations for providing mass care to the public.
  - f. Provide Disaster Welfare Inquiry services.
  - g. If the disaster exceeds the capabilities of local resources, Emergency Management would request long-term sheltering/housing from the state.
2. Kittitas County Emergency Management:
  - a. Coordinate with the KCC-ARC in Shelter and mass care issues. Ensure compatibility between the Kittitas County Plan and the KCC-ARC mass care plan.
  - b. Obtaining shelter operations training from the KCC-ARC.

**F. Recovery Activities**

1. Primary Agencies:
  - a. Provide for crisis counseling, as appropriate.
  - b. Provide necessary support services, as per their national policies.
2. Kittitas County Emergency Management:
  - a. Perform disaster impact assessments.
  - b. Coordinate with FEMA and State Emergency Management for any programs that are made available, as appropriate.

## V. RESPONSIBILITIES

### A. Primary Agencies

1. The KCC-ARC:  
As the lead agency responsible for implementing the shelter program, will designate a shelter coordinator responsible for:
  - a. Identification of suitable community facilities and development of emergency Standard Operating Procedures.
  - b. Maintain listing of shelters, capabilities and resources available.
  - c. Developing countywide shelter management and staffing assignments and supporting training.
  - d. Documenting costs for reimbursement and auditing purposes.
  - e. Evaluation and review of procedures to ensure operational readiness.
  - f. Coordinating support services in an actual emergency.
  - g. Tracking of displaced individuals.
  - h. Handles all aspects of the community sheltering plan and other shelter activities in accordance with their mission.
2. Kittitas County Management is responsible for:
  - a. Maintaining current inventories of available public shelter facilities and capabilities.
  - b. Coordinating the Implementation of the overall shelter program within the county as needed.
  - c. Establishing communications between the shelter and the EOC with assistance from amateur radio operators, when appropriate.

## VI. RESOURCE REQUIREMENTS

The KCC-ARC has this responsibility.

**APPENDIX A  
ANIMAL WELFARE**

**PRIMARY AGENCY:** Kittitas County Emergency Management

**SUPPORT AGENCY:** Local Animal Shelters  
Local Animal Rescue Groups  
Volunteer Organizations

**I. INTRODUCTION****A. Purpose**

This document articulates how animal welfare will be coordinated, and is the basis for development of supporting plans and procedures consistent with state and national standards for dealing with animals in a disaster. This procedure establishes a working structure for animal rescue, evacuation, and shelter, veterinary services, and mortality management during disasters that occur in Kittitas County. The plan is intended to assist neighborhoods and volunteer organizations in addressing needs of pets, livestock, poultry, horses and captive wildlife during disasters.

**B. Scope**

This support function applies to all agencies performing assistance to displaced animals

**II. POLICIES**

Response to emergencies or disaster will follow accepted and appropriate RCW protocols.

**III. SITUATION****A. Emergency/Disaster Hazards and Conditions**

Natural or technological disasters, such as might occur from damage to the infrastructure and roadways, could affect the response from volunteers and emergency medical response.

**B. Planning Assumptions**

1. Local emergency medical resources will become overwhelmed in any large scale event.
2. Volunteer resources would most likely be used due to the fact that first responders will be busy dealing with human issues.

**IV. CONCEPTS OF OPERATIONS**

Requests for animal assistance will be handled through Kittitas County Emergency Management.

**A. Organization**

Volunteer resources will be handled through Kittitas County Emergency Management

**B. Procedures**

Each organization affected by this ESF is responsible for developing and following its own internal standard operating procedures (SOPs) for responding to an incident. The response must follow the concepts of the Incident Command System. When appropriate, a representative from one of the primary agencies will be assigned to the EOC to coordinate issues related to health and emergency medical services.

**C. Mitigation Activities**

None

**D. Preparedness Activities:**

1. Public information from Emergency Management on how to care for and transport pets during an emergency

**E. Response Activities**

1. In an actual emergency, all responding organizations are responsible for:
  - a. Documenting expenditures for all disaster or emergency related obligations for auditing and reimbursement purposes.
  - b. Documenting all actions taken and reason for those actions being taken.
  - c. Coordinating vital statistics, public information, and technical assistance.
  - d. Providing resources and specialized support functions as agreed upon or provided for in mutual assistance agreements.
  - e. Alerting staff (by agency's procedures) and briefing them of the situation.
  - f. Reviewing plans and procedures and assuring personnel are informed of existing or revised procedures.
  - g. Coordinating needs for augmentation of resources with Kittitas County Emergency Management.
  - h. Conducting emergency operations.
2. Emergency Management:
  - a. Coordinates resource requests and obtains additional resources from state and other sources, as appropriate.
  - b. Coordinates information between agencies.

**G. Recovery Activities**

All agencies support recovery activities consistent with their departments or organizations mission and capabilities.

**V. RESPONSIBILITIES****A. Primary Agencies**

Coordinate the planning and provision of emergency assistance following a local emergency or disaster. Act as the lead agency during an emergency.

**B. Support Agencies**

Provide support to the primary agency in planning for and providing resources in response to an emergency or disaster.