

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



July 16, 1980

ALL-COUNTY INFORMATION NOTICE I-76-80

TO: COUNTY WELFARE DIRECTORS (EWS)

SUBJECT: EMERGENCY WELFARE SERVICES PLANS

Pursuant to Presidential Executive Order 11490, DHEW Publication No. (SRS) 72-23004 Guidelines for the Preparation of State Emergency Welfare Services Plans, the 1961 agreement between the government of the State of California and DHEW, and the 1962 Emergency Welfare Service Response Plan between the California Disaster Office (now the Governor's Office of Emergency Services) and the State Department of Social Welfare (now the State Department of Social Services), the Department of Social Services has been designated as the agency for administration of the Emergency Welfare Services upon declaration of a federal or state State of Emergency in California.

As a requirement of the above, county welfare departments are responsible for the preparation of mass care annexes to each county's emergency response plan. Because of the failure of the present format of the Mass Care/Shelter Annex/Support Plan to meet emergency response needs, the Governor's Office of Emergency Services through the State of Emergency Response Planning Committee, has developed a new format for local and county EWS plans. A copy of the proposed format is attached.

It has been noted that in too many instances, local jurisdictions are placing too much reliance on the American National Red Cross to meet all its disaster needs. This has been found not to be too realistic an approach. It is felt that a better way is to define three classes of disasters: Class One is a small or localized disaster in which the Red Cross can handle the Mass Care function adequately. A Class Two Disaster is of a greater magnitude which would involve local government working together with the Red Cross in meeting Mass Care/Shelter responsibilities. A Class Three disaster is a catastrophic event in which major responsibility would be held by government.

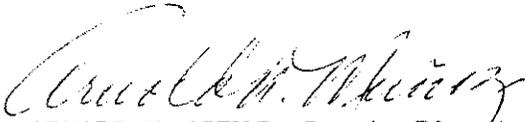
Most counties at this time have not given serious planning consideration to a war-time emergency plan. Planning at both the federal and state levels now involve the concept of Crisis Relocation Planning (CRP). Such would involve the movement of a major part of the state's population from high-risk

areas into those of lower-risk from nuclear explosion and fallout. It is estimated that some 95% of the population can be saved from serious injury or death in the event of an atomic war, if CRP is followed. This movement of the state's inhabitants will involve the smaller counties as well as the larger ones. Therefore all counties will be responsible for the development of a war-time emergency plan including the CRP concept.

Technical assistance for the development of both peace-time and war-time mass care shelter plans can be obtained from your local civil defense director and from our Coordinator, Emergency Welfare Services, Mr. C. H. Ostby (phone: 916-322-2191).

Your comments re the attached Mass Care Annex draft are solicited and should be sent to the undersigned.

Sincerely,



ARNOLD N. MUNOZ, Deputy Director
Office of Government and Community Relations

Attachment

temporary shelter, feeding; direct and coordinate activities of various participating agencies to insure maximum utilization of available resources.

II. CONCEPT OF OPERATIONS

This is the philosophical section and describes the policy and systems decisions made by the jurisdiction.

- A. Level One - a small or localized disaster. Normally, the Mass Care function can be handled by the American Red Cross (ARC).

Describe how the jurisdiction will work and coordinate with ARC. Communications in both directions will greatly enhance the community's disaster response. Situation information from the Mass Care efforts will help determine if other assistance programs are needed.

- B. Level Two - a moderate to severe disaster involving commitment of local resources. This level may involve local government working together with ARC in Mass Care.

Describe the jurisdictional relationship with ARC. List those areas and resources for which the jurisdiction will take primary responsibility/ support responsibility. Since this will be determined by fiscal policies, state clearly what actions the jurisdiction will support fiscally and under what conditions.

Office of Emergency Services
DRAFT COORDINATION SHEET

GUIDE AND CHECKLIST
FOR DEVELOPMENT AND EVALUATION OF
LOCAL GOVERNMENT MASS CARE ANNEX
FOR PEACETIME EMERGENCIES*

ANNEX PAGE
REFERENCE

Dir
Dep Dir
Asst Dir
PIO
Chief F/A
Emerg Asst
Chief P/O
Plans
Comm
Rodef
Chief Fire
Chief Law
Chief Util
Prep
Typed

I. PLANNING BASIS

A. Preface

Discuss reason for and intention of annex.

B. Authorities/Agreements

Document authorities, agreements, special relationships between designated government agencies and non-government organizations.

Include reference to:

1. local Basic Emergency Plan
2. relationship with American Red Cross

C. Purpose

State the purpose of the Annex; e.g., document the policy and systems decisions made in order to undertake Mass Care functions; assign responsibilities for Mass Care; document procedures.

D. Objectives

State the objectives of this Annex; e.g., meet the needs of displaced persons through provision of

* For war emergencies, see State Nuclear Civil Preparedness Plan

by JVH
by lja

For example: Will the jurisdiction supply food, clothing, medicine, etc., in addition to shelter. If so, will resources be distributed from a central supply? Will individuals be provided with cash? vouchers? If vouchers, will local merchants accept them? These questions must be answered prior to involvement in mass care.

NOTE: OES strongly urges participation in ARC training courses, especially in shelter management; administration of a small disaster; and reports and record-keeping.

- C. Level Three - a catastrophic event, such as major earthquake, major flood, mass evacuation caused by a nuclear power plant accident. Although ARC will be available for support, the primary role may have to be held by local government.

The most critical element in a large disaster is a system which permits full lateral and horizontal communication among key individuals who can make decisions and/or initiate immediate supportive action. In a disaster there is no time to pursue the traditional (and usually time consuming) decision-making process. Therefore, key policy decisions relating to Mass Care must be made in advance of a disaster.

Discuss clearly the key policy issues affecting Mass Care. Explain decisions made to resolve these issues.

Examples are:

1. Financial issues, such as:
 - a. Reimbursement for Mass Care facilities.
 - b. Disbursement of funds for food/clothing/etc.
Cash? Voucher?
 - c. Procurement of food/clothing for displaced persons. By normal channels of trade? By wholesale purchase of relief items?
 - d. Authorization of expenditures.
 - e. Duplication of benefits.
2. Identification and selection of Mass Care facilities. Facilities will be selected initially because of adequate health and safety provisions. Consideration should also be given to the normal use of the facility. For example, a school may be a perfect mass care site because of its physical attributes. However, to use a school for mass care may entail closing it for classes, causing additional hardship and disruption to students and parents. To help the community return to normalcy as rapidly as possible, the jurisdiction may decide schools are not best available mass care facilities.

3. Manpower. Adopt agreement with ARC.

NOTE: ARC is a valuable resource, since use of government employees creates a backlog in normal day-to-day functions.

III. RESPONSIBILITIES AND FUNCTIONS

A. Responsibilities

1. Coordinate with Medical, Health, Law Enforcement, Fire, Engineering, Manpower and Transportation Services.
2. Coordinate with private agencies, religious and civic organizations having a mass care capability.

NOTE: Recommend participation and support of NVOAD - National Voluntary Organizations Active in Disaster. For information on the Organization and meeting schedule, contact ARC.

3. Plan for training personnel to operate and supervise Mass Care functions.
4. Surveys of suitable facilities for Mass Care Centers.
5. Prepare building agreements. Include
 - a. reimbursement;
 - b. maintenance;
 - c. utilities; and
 - d. damage repair.

6. Surveys of sources of supplies and equipment.

This may include pre-disaster written agreements.

B. Functions

1. Manage and operate Mass Care Centers (as provided by agreement with ARC).
2. Provide food, clothing and other essential items to displaced persons (as provided by agreement with ARC and other voluntary organizations).
3. Coordinate and cooperate with ARC to register displaced persons, reunite families and operate a locator service.
4. Receive, disburse and account for funds and resources made available for Mass Care.
5. Collect and report situation information to Emergency Operations Center.

IV. ORGANIZATION

Assign by agency and describe the duties of the various functional areas of Mass Care. Include:

- overall director of the Mass Care effort:
- Financial/Fiscal supervisor;
- Mass Care Facilities supervisor;
- Support Activities supervisor; and
- liaison with ARC.

V. AUTHENTICATION

Resolution of adoption by local government body.