



Jefferson County - City of Port Townsend
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



Part 3: Emergency Operations Guide

EOG 3.2.04 – Attachment A COORDINATION WITH AMERICAN RED CROSS IN JEFFERSON COUNTY

Supports ESF¹ #6 – Mass Care, Housing, and Human Services
August 15, 2008

BACKGROUND - This guide recognizes a working relationship between Jefferson County Department of Emergency Management and the Olympic Peninsula Chapter of the American Red Cross, and the use of American Red Cross resources to support and augment local disaster relief.

Jefferson County Emergency Management is responsible coordinating mass care, housing and human services to individuals and families in an emergency or disaster. That duty will be discharged according to plan by making the best possible use of the resources of the many relief agencies and by centralizing coordination to the extent possible.

The Olympic Peninsula Chapter of the ARC is a principal conduit to national Red Cross aid and relief resources, and a operational association with ARC is desirable.

This guide defines the responsibility for mass care, the role of the Red Cross in assisting with mass care, identifies mass care resources and coordination methods, and establishes methods for notification and mobilization of those resources when needed.

RESPONSIBILITY FOR MASS CARE AND SHELTER - Coordination of mass care is the responsibility of government. This duty cannot be assigned or conveyed to a non-government entity at any level. The resources of any private non-profit (PNP) or other non-government entity will be utilized where necessary to meet emergency needs.

RED CROSS IS A RELIEF RESOURCE AT THE NATIONAL LEVEL - The American Red Cross is a provider of relief resources consistent with the mission of government, and is mandated by Congress to render assistance to disaster victims at the national level. National ARC policies may supersede local ARC plans and procedures. This plan is based on an integrated approach to care services, and does not visualize ARC exclusivity.

The threshold for activation of ARC support depends on the degree of community impact. ARC “disaster” assistance² at the individual/family level (not involving a local, state, or federal declaration of emergency) is not within the scope of this plan.

LARGER EVENTS – MULTIPLE SERVICE PROVIDERS - Local aid resources will be augmented by regional and national capabilities as the scope of the emergency requires. Larger events will likely result in a significant flow of relief resources from many providers – although probably delayed. The mechanisms are in place to integrate the resources and management of the delivery of mass care in a collaborative way.

¹ Emergency Support Function consistent with the National Response Plan.

² The Red Cross uses the term “disaster” to mean a single family incident, and should not be confused with the purpose of this guide.

USE OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) - According to policy, resources are managed according to the NIMS standard. The EOC Incident Management Team is structured according to the Incident Command System, a NIMS component. The Red Cross does not follow the NIMS model, and is integrated into local operations through identification of an ARC representative in the Community Operations Branch of the EOC.

POINT OF CONTACT WITH ARC ESTABLISHED - The initial point of contact for use of ARC resources is the Olympic Peninsula Chapter of the ARC. Local ARC policies and procedures, consistent with regional and national policies, govern how assistance if any will occur and how ARC connects to local emergency operations.

NO CONFLICT WITH RED CROSS MISSION - There is no desire to subordinate the mission and responsibilities of the ARC to Jefferson County or any other authority; and the ARC does not intend, by participation in this plan, to release or surrender any of its powers. ARC coordination with local authorities is voluntary. Local use of ARC as a mass care service provider is optional based on identified needs.

NON-DISCRIMINATION POLICY - All assistance and relief activities will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation. Persons with disabilities will be afforded the same assistance without discrimination.

SHELTER AGREEMENTS - The identification of suitable shelter sites, agreements for the use of such sites when needed, staffing and operating emergency shelters is a service of the ARC. Additional community shelters and points of refuge may be established independently of the ARC or concurrently as appropriate.

EXPEDIENT (NON RED CROSS) SHELTERS - Interim shelters (points of refuge) that do not meet the ARC minimum shelter criterion may be necessary for short term usage or where resources cannot support full scale ARC sheltering. This interim care will be provided by local PNP's and other non-government entities.

OUTSIDE ASSISTANCE - In a major or catastrophic incident, the coordination of aid may transfer to state or federal authorities according to the National Response Plan. The identification of a disaster by the Department of Homeland Security to be an "incident of national significance" may overrule any local agreements or procedures.

RESPONSIBILITIES OF THE DEPARTMENT OF EMERGENCY MANAGEMENT - The Jefferson County Department of Emergency Management will act as the primary local coordinating agency for initial delivery of individual assistance and mass care in an emergency or disaster. DEM will maintain a 24/7 warning and alert capability to monitor conditions, identify needs and activate elements of the emergency management system as needed. DEM will also maintain an Emergency Operations Center (and alternate) for central coordination of response and recovery and the delivery of individual assistance and mass care.

The Department will develop plans and procedures for the best use of local resources for humanitarian purposes and institute a program of cooperation with the Olympic Peninsula Chapter of the American Red Cross to assure activation of shelter and aid resources.

RESPONSIBILITIES OF THE AMERICAN RED CROSS - The Olympic Peninsula Chapter, American Red Cross will develop plans and procedures for emergency response according to national ARC guidelines. ARC will recruit and train volunteers for mass care operations according to the plan.

Relationships with other local community service and relief organizations will be established to maximize collaboration. ARC will identify facilities for mass care shelters and establish agreements for their use. Coordination will be enhanced by providing qualified representatives to the Emergency Operations Center Incident Management Team.

Activation the ARC community shelter plan will be at the requested request of EOC. ARC will also activate and coordinate a community volunteer (raw volunteer) screening process when requested by the EOC.

ARC will participate in periodic drills and exercises to assure implementation of the coordination strategy in an emergency.

CONCEPT OF OPERATION - The Jefferson County EOC is the designated central coordination point for overall response to an emergency or disaster. When fully activated the EOC Incident Management Team, Community Operations Branch, has the responsibility for coordination of shelter and aid. That assignment may change when the EOC converts to Recovery mode. The ARC will, if practicable, provide a qualified representative to the EOC Incident Management Team to participate in overall coordination of individual assistance and mass care.

The EOC will activate ARC resources by coordination with the designated ARC representative. In the event of a cross boundary or regional impact event, the EOC will coordinate with the Clallam County EOC to assure the best use of shared relief and aid resources. The EOC will consult with the ARC representative when there is a question about the activation of any ARC resources or capabilities.

Notification of the ARC representative in the early stages of a developing incident will assure readiness when needed. DEM will include ARC representatives and alternates on the EOC Incident Management Team alert and notification lists. The EOC Incident Management Team Joint Information process will be used to coordinate community public information releases.

LIMITATIONS - Limited transportation routes to the Olympic Peninsula, along with heavy dependence on "just in time" inventory systems, makes this operational area vulnerable to shortages.

EMPHASIS ON PERSONAL PREPAREDNESS - The maximum use of local resources for short term aid while awaiting arrival of outside help requires participation by each citizen. Emphasis on personal and family preparedness is an essential strategy.

REVIEW AND REVISION OF THIS GUIDE - This is a working plan, a basic concept of operation. Expect frequent revisions and updates as local, regional, state and national needs and requirements change. Each version will be dated to assure currency.

VOLUNTEER MANAGEMENT - Recruitment of "raw" volunteers in an emergency envisions two elements: 1) those that meet ARC temporary needs, and 2) those that meet the needs of the Department of Emergency Management. ARC volunteers will meet ARC requirements; other volunteers assigned to the Department of Emergency Management will meet the requirements of WAC 118-04.

CLARIFICATION OF SOME OF THE TERMS USED HERE

- Activation – Notifying essential personnel, establishing a base of operation, mobilizing teams, deploying of assets as needed, and conducting operations according to plan. Activation is scaled to the need.
- ARC – American Red Cross. ARC is a national humanitarian organization that provides relief to victims of disaster.
- Catastrophic disaster - any incident, including terrorism, that results in extraordinary levels of casualties or damage, mass evacuations, or disruption over a prolonged period of time, that may rapidly exceed resources available to State and local government and private-sector authorities, or may significantly interrupt governmental operations and emergency services to such an extent that national security could be threatened.
- EOC Incident Management Team – The multi-agency team providing overall coordination from the Emergency Operations Center.

- Mass care – Non-medical disaster aid including temporary shelter of victims, feeding operations, and the coordination of bulk distribution of emergency relief items.
- PNP – Private non-profit organization as defined by the Federal Emergency Management Agency.
- Raw volunteers – Spontaneous volunteers that are given short term tasks associated with emergency relief and assistance; recruited and processed under the expedient volunteer management plan.
- Resources – Money, personnel, equipment, supplies and any other materiel aid, and the coordination of deliver of such, to the victims of emergency or disaster.
- Shelter – Temporary, short term housing, food and water, and minimum medical aid.