Sandoval County
All-Hazards Emergency Operations Plan

ESF-6 Mass Care – Appendix 2
Sandoval County Shelter Plan

Version 1.0 July 2015

Appendix 2
Sandoval County
Shelter Plan

Table of Contents

INTRODUCTION:

This Appendix is designed to supplement the ESF#6 Mass Care Annex of the Sandoval County All-Hazard Emergency Operations Plan (EOP).

PURPOSE:

A shelter provides for the protection and care of the population and animals from the effects of disasters and other hazards through the activation of shelters and provision of mass care and social service for those sheltered.

This plan describes the process used for implementing sheltering and mass care operations for evacuees in Sandoval County.

It is the purpose of this appendix to establish procedures for the sheltering of evacuees during any man-made or natural emergency situation within and/or in the surrounding area of Sandoval County.

SCOPE:

The scope of this Appendix involves those departments or agencies within Sandoval County and supporting organizations that are responsible for dealing with sheltering the population and animals during incidents that occur within the County.

This Shelter Appendix will be activated upon notification of an actual or potential need to shelter the affected population or animals within Sandoval County.

Sheltering encompasses the following activities:

1. **Mass Care** - The provision of emergency shelter for disaster victims and animals includes the use of pre-identified shelter sites in existing structures and creation of temporary facilities.

2. **Mass Feeding** - The provision for feeding disaster victims, emergency workers, and animals through a combination of fixed sites, mobile feeding units and bulk food distribution.

3. **Emergency First Aid** - Emergency first aid services will be provided to disaster victims, workers, and animals at mass care facilities, shelters and other designated areas. This emergency first aid will be supplemental to emergency health and medical services established to meet the needs of disaster victims, workers, and animals.

4. **Medical care** – Care of special needs disaster victims may be required. This would include care of victims with chronic disease and other who require medical attention.

5. **Disaster Welfare Information (DWI)**-regarding individuals within the affected area will be collected and provided to immediate family members outside the affected area. DWI will also be provided to assist in the reunification of family members within the affected area who were separated at the time of the disaster.

The ADA and Emergency Shelters:
Access for All in Emergencies and Disasters

To provide equal access to people with disabilities, effective advance planning requires at least two steps: (1) identify the disability-related needs of the residents and visitors likely to be housed in a shelter, and (2) make the advance arrangements necessary to meet those needs in the event an emergency or disaster strikes. The most effective way for emergency managers and shelter operators to ensure that advance planning addresses the needs of people with disabilities in their community is to involve community members with a wide variety of disabilities in the advance planning process. Sandoval County will make every effort to identify the types of disability-related needs that community residents and visitors are likely to have during emergencies as well as some of the community resources that may be available to help meet those needs.

See Attachment 9 Functional Need Profile and Populations

SITUATION AND ASSUMPTIONS:

Situation

Sandoval County has approximately 137, 608 (2014) population and sheltering needs for large numbers of people would not be anticipated under most disaster scenarios.

1. Sandoval County could experience disaster conditions that would require emergency sheltering of evacuees.
2. Disaster conditions requiring sheltering could be brought about by natural phenomena such as: floods, tornadoes, fires, severe winter storms, or any combination thereof.
3. Other unforeseen occurrences that could necessitate sheltering would be chemical or other hazardous materials transportation accidents, leaks and/or explosions either at a fixed site or in transit, and war-related emergencies.

Assumptions

1. American Red Cross (ARC) will be able to open and operate shelters.
2. Public shelters will be open, staffed, and useable during periods of emergency.
3. Not all residents will use public shelters. They will stay at home or seek shelter with relatives or friends.

4. The shelter concept will reduce the number of casualties resulting from a disaster situation.

Phases of Emergency Management

Prevention

1. Sandoval County Emergency Management in coordination with ARC reviews the shelter list annually.
2. ARC reviews / renews their memorandums of understanding with each shelter annually.

Mitigation

1. Sandoval County Emergency Management, in coordination with the ARC, has determined the requirements for adequate shelters, their locations, and the facilities, available for supporting evacuees.

Preparedness

1. Resource list for all shelter preparations are updated annually and maintained in the Emergency Response Handbook.
2. Verification of shelter personnel as to name, phone number, and availability, is maintained by the ARC and personal contact is made annually.
3. Shelter Standard Operating Guidelines (SOGs) are on file in the EOC.
4. Shelter kits shall be stocked and annually checked by the American Red Cross.
5. ARC Shelter Management Courses training shall be offered to Sandoval County personnel whenever such classes are available.
6. ARC will be responsible for accelerated training of Shelter Managers in a crisis building period. Shelter Managers must be background checked to qualify for accelerated training.

Response

1. At the onset of any emergency that may require sheltering; the initial alert shall include locating designated shelters as well as expedient shelters within the proximity of the incident.
2. The EOC shall coordinate with ARC, the opening of such shelters and, at the same time, declare the best and most available routes for evacuation to the command post at the scene.
3. The EOC shall coordinate public information announcements to the media for general distribution by the public information officer.
4. The EOC shall maintain accurate information on open shelters, i.e., locations, capacity, current population, status, etc. This information will be provided by the ARC liaison in the EOC.

Recovery

1. At the onset of the emergency, alert personnel to begin preparation for recovery operations.
    a. For return home
    b. For extended stay

2. ARC will submit shelter operation records to the EOC.

CONCEPT OF OPERATIONS:

The SAT team will or a representative of the SAT will decide the location of the mass care facilities. At least two of the five SAT members must be consulted before a determination is made.

General

1. Sandoval County Shelter Program is a combination of methods that can be utilized to afford the best available protection to the public.
2. All shelter locations are determined by conditions such as elevation, location of an incident to a shelter, and the best available protection.
3. When practical, public and parochial schools are used as shelters.
4. The primary mode of transportation to a shelter will be by private vehicle. Emergency transportation will be provided when necessary.
5. The local American Red Cross will operate and be responsible for shelter facilities during disasters.
6. For sudden, fast-escalating disaster situations, Sandoval County Emergency Management will coordinate with the American Red Cross (ARC) to open emergency shelters in designated areas.

NOTIFICATION AND ACTIVATION:

Upon determination of an impending or actual incident of disastrous proportions, the ARC, Shelter Supervisor in consultation with Sandoval County Emergency Manager will implement this shelter plan.

> Contact names and numbers can be found in the Sandoval County Emergency Resource Handbook

The Emergency Manager/EOC Director is responsible for notifying local, regional and state agencies that a major disaster has occurred or is eminent and the shelter(s) has been activated.

The Sandoval County Emergency Manager will coordinate with the Sandoval County Communications Administrator to activate the Shelter Manager and Shelter Operations Team.

- Activation will be conducted using the CodeRed system and staff will notified by Telephone, e-mail, and text message.

American Red Cross

The American Red Cross has compiled a list of facilities available for sheltering and other disaster needs in Sandoval County. This list is available on-line through the National Shelter System; access is granted for Emergency Managers.

The American Red Cross will be able to meet the sheltering and mass care needs of the population with the exception of the Pandemic illness events, which are addressed in the Pandemic Flu Plan.

> The Red Cross has MOUs with local schools and other facilities in Sandoval County for sheltering.

The Red Cross opens shelters for those displaced by a disaster and provides meals and snacks to families and to emergency workers in affected communities.

> Red Cross Shelters are ADA Compliant

Disaster Mental Health Services workers are licensed mental health practitioners trained to recognize the emotional impact of a disaster on those affected by the disaster as well as disaster workers. They offer information and help educate people on the emotional impacts of disasters and how to cope with them.

> Pets are not allowed in shelters, unless they are Service animals with their masters. Arrangements must be made with the Animal Control Offices to house or arrange for emergency sheltering of companion pets during disasters.

During and after a disaster trained Red Cross interviewers meet one on one with families to determine their needs. The assistance may include providing the means for them to pay for groceries, new clothes, rent, emergency home repairs, transportation, medicines, and tools. The Red Cross also lets people know about other community or government resources available to them and helps those needing long-term recovery assistance when other resources are inadequate

The American Red Cross will be responsible for coordination of the mass care facilities, including staffing, supplies and tracking victims.

- Medical care will be provided by:
  - Local Hospitals/Clinics
  - NM DOH
- The Mass Care Facility Shelter will ensure there is adequate space for children, individuals with disabilities and access and functional needs and their assistive devices (e.g. wheelchairs, walkers, etc)

- The shelter support staff will provide information to the shelter care manager (who will relay this information to the Reception and Mass Care Coordinator) concerning the needs of the evacuees, including appropriate supplies such as diapers, formula, medicines, hygiene kits, clean up items, medical equipment etc. that may be needed in the shelter.

- The Medical Service Manager/Exposure Control Monitor will screen according to Red Cross procedures, evacuees exposed to hazards of the disaster such as infectious wastes, polluted water, chemical hazards, and make arrangements for alternate sheltering or decontamination with the input of the Reception and Mass Care Coordinator.

- The Reception and Mass Coordinator will coordinate with the EOC Director to ensure evacuees from domestic violence shelters are provided with safe accommodations, including the possibility of sheltering in neighboring communities.

- The Reception and Mass Coordinator and the Mass Care Facility Manager will coordinate to provide provisions for emergency childcare at the shelter and the accounting for unaccompanied minors at the shelter.

- The Mass Care Facility Manager/Red Cross will coordinate with outside agencies to provide information to the evacuees and identify needs within the shelter.

DIRECTION AND CONTROL:

All shelter activities will be coordinated through the Sandoval County EOC and the American Red Cross (ARC) Liaison. The ARC Liaison will coordinate with ARC Operational Headquarters. Shelter Managers will be responsible for the operation of their individual shelters and report to the ARC operational headquarters who then will coordinate with the Sandoval County EOC.

All support for shelters will be coordinated through the Sandoval County EOC. The Sandoval County EOC will maintain numbers of evacuees.

If for some reason the ARC cannot open a shelter it will be the responsibility of Sandoval County to open and operate a shelter to serve its population.

Animal Sheltering will be as close to human shelters as possible.

Animal Sheltering is covered in Attachment 10

Temporary Reception Centers:

In some cases there may be a need to have a temporary reception centers while waiting for shelters to open officially. In this case a site will be identified at that time and citizens will be directed there until an official shelter has been opened. Sandoval County Fire Department along with Community Services will operate the temporary Reception Center.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

Emergency Management

1. Pre-disaster duties include:
    a. Maintain designated shelter list provided by ARC.
    b. Establish and maintain ARC contact.
    c. Arrange for Community Services to assist in shelter operations.
    d. Be prepared to open a shelter if the ARC Cannot.

American Red Cross

1. Staff designated shelters.
2. Coordinate family support and medical services.
3. Coordinate shelter use with the EOC.
4. Maintain shelter log and evacuee inventory.
5. Arrange for periodic shelter surveys.
6. Provide food, lodging, and registration services.
7. Provide evacuees with up-to-date information concerning the status of the disaster and what to expect when they leave the shelter.

Sandoval County Community Services

1. Help staff and run designated shelters.

Sandoval County Sheriff's Office

1. Provide 24 hour security at designated shelters as well as reception centers.
2. Provide traffic control at shelters.

Amateur Radio Support

1. Provide communications between shelters and EOC.

> All Communications plans must be approved through the Sandoval County Communications Administrator and documented on an ICS-205 Communications Plan.

Sandoval County Fire Department

1. Assist with emergency medical problems at shelters, including emergency transportation to area hospitals.
2. Periodically survey shelter sights for safety and report deficiencies.
3. Assist with emergency medical problems at shelters.
4. Provide fire suppression for shelters.
5. Support with radiological monitoring.
6. Identify, screen and handle evacuees exposed to hazards posed by the disaster.

Military (Sandoval County Emergency Management may request military assistance through NMDHSEM.

1. Deliver emergency water supplies as needed.
2. Assist with emergency transportation.

FEMA NIMS Typed Resource Matrix for Sheltering:

Homeland Security	Resource Typing Definitions for Mass Care Services	**Federal Emergency Management Agency**

SHELTER MANAGEMENT TEAM

DESCRIPTION	Shelter Management Teams coordinate and manage resources in a congregate care facility (shelter) intended to provide a safe and protected environment for populations displaced by an incident or an event.		
RESOURCE CATEGORY	Mass Care	RESOURCE KIND	Team
OVERALL FUNCTION	Provides a core management team for shelter operations, including client registration, dormitory, food service, resident services, and facility support in a shelter. **Shelter staff must be ordered separately or ordered locally.** **Public health, behavioral, and medical services are coordinated separately.** See Reference section below.	COMPOSITION AND ORDERING SPECIFICATIONS	Expected performance capacity is for a 24-hour operational period consisting of two 12-hour shifts. Ordering Specifications: Order by type of shelter and number of locations.

RESOURCE TYPES			TYPE 1	TYPE 2	TYPE 3	NO TYPE 4
COMPONENT	METRIC/ MEASURE	CAPABILITY				
Personnel	Per Team	Management	Total = 10 1 NIMS **Type 1** Shelter Manager 2 Assistant Managers (1 per shift) 1 Feeding Services Manager 1 NIMS Type 1 Shelter Registration Team Lead 2 NIMS Type 1 Shelter Dormitory Managers (1 per shift) 1 Resident Services Manager 1 Facility Support Manager	Total = 4 1 NIMS **Type 2** Shelter Manager 2 Assistant Managers (1 per shift) **1 Feeding Services Manager**	Total = 2 1 NIMS Type 3 Shelter Manager 1 Assistant Manager	Not Applicable
			NOTES	Additional Assistant Managers may need to be ordered depending on increasing shelter population. Shelter staff should be aware of the needs of children, animals in disasters, and access and functional needs considerations.		
Personnel	Per Team	Direct Service Support	Same as Type 2	1 Executive Administrative Assistant	Not Specified	Not Applicable
			NOTES:	The Executive Administrative Assistant provides administrative and clerical support to the Shelter Manager and Assistant Manager		

APRIL 2013
FEMA-508 v20130404

DRAFT – Pre-Decisional – DRAFT
SHELTER MANAGEMENT TEAM

1 of 2

Shelter Staff Responsibilities:

The ARC has uses their own staffing assignments and responsibilities. If Sandoval County has to open a shelter it will evaluate the amount of population needing to be sheltered and for how long. At a minimum Sandoval County will have a Shelter Manager and an Assistant Shelter Manager trained. Below are descriptions of shelter positions.

1. **Shelter Manager**: The Shelter Manager is responsible for overall management and control of shelter operations. That includes the decision to open the shelter and implement the shelter plan, appointing a shelter team and establishing liaison with the community, Red Cross and other entities.

2. **Assistant Shelter Manager**: The Assistant Shelter Manager is responsible for overall management and control of shelter operations. That includes the decision to open the shelter and implement the shelter plan, appointing a shelter team and establishing liaison with the community, Red Cross and other entities.

3. **Shelter Medical Services Manager:** The Shelter Medical Services Manager is responsible for health care of shelter occupants and shelter staff.

4. **Shelter Behavioral Health Specialist:** The Shelter Behavioral Health Specialist is responsible for monitoring shelter staff and shelter occupants for signs of stress, providing information and intervention for those suffering from stress and coordinating Critical Incident Stress management briefings and coordinates with the Chaplain.

5. **Shelter Liaison Officer:** The Shelter Liaison Officer is responsible for establishing and maintaining contact with other organizations including the community, borough, Red Cross, health entities, state agencies and others as appropriate.

6. **Shelter Safety Officer:** The Shelter Safety Officer is responsible for monitoring the facility, staff, shelter occupants, and shelter operations for safety and recommended safe practices.

7. **Shelter Information Officer:** The Shelter Information Officer is responsible for developing information for shelter staff and shelter occupants, working with other Information officers and dealing with the media. The Shelter Information Officer will coordinate with the EOC to ensure proper information is out for evacuees.

8. **Shelter Operations Manager:** The Shelter Operations Manager is responsible for ensuring the sheltering has water, power, etc.

9. **Shelter Logistics Chief:** The Shelter Logistics Chief is responsible for support functions including supplies, equipment, transportation, communication, food service, sanitation, and other. Note: if not a Logistics Chief ensure a Food Services Manager is designated.

10. **Shelter Planning Chief:** The Shelter Planning Chief documents activities, actions, and decisions, establishes objectives, and publishes incident action plans.

11. **Shelter Finance Chief:** The Shelter Finance Chief tracks expenses, coordinates emergency procurement requests and develops and submits reimbursement invoices.

12. **Chaplain:** coordination of spiritual care with all faith communities and coordinates with the Behavioral Health Specialist.

ADMINISTRATION AND LOGISTICS:

Shelter Management

Shelters will be operated in accordance with ARC shelter guidelines as delineated by the Shelter Management Training Course (ARC 3074). Training will be provided by ARC on a regular basis.

Shelter Kits

Shelter kits containing appropriate forms, handbooks, and identification have been prepared. ARC will distribute the kits to their designated locations upon activation of the shelter.

Records and Reports

Registration forms are kept in the shelter kits and are used to record information about evacuees. The Shelter Managers will report directly to the ARC Operational Headquarters then the information will be forwarded to the representative at the Sandoval County EOC. They will then ensure current and accurate shelter information including the conditions and number of people in the shelter. This will be reported and maintained at the EOC. An event log/shelter operation records will be kept by the Shelter Manager that will be turned into the EOC.

Communications

The telephone will be the primary means of communications to shelters. Emergency Personnel staffed at the shelter will have access to radios and will be able to communicate directly with the Emergency Operations Center. Amateur radio operators will also be placed in each shelter and the EOC for communications.

Information

All information will flow to shelter from Sandoval County EOC. Information to keep evacuees informed of the status of the disaster, including information about actions evacuees may need to take when returning home will be disseminated from the EOC.

As information becomes available about injured and missing relatives it will be relayed to the shelter manager and the Sandoval County Public Information Officer (PIO).

Shelter Stocking

Shelters will be stocked as soon as possible upon activation. ARC will provide food and other services along with support from Sandoval County Emergency Management/EOC.

Feeding Services

Feeding services will be coordinated through the Sandoval County EOC. Shelters will be coordinated in coordination with the ARC Liaison.

In general, feeding for shelter operation falls into one of two categories: (1) feeding within the shelter, where cafeteria facilities already exist, and (2) the arrangement to feed persons in a nearby commercial establishment. (In some instances, it may be feasible to create temporary kitchen and feeding equipment within the shelter.)

Mutual Aid

Should there be no available shelters or staff to operate shelters the State Intrastate Mutual Aid System (IMAS) shall be used.

Unmet Needs

The Individual Assistance process may be insufficient or difficult to navigate for some survivors in the aftermath of a disaster. The Sandoval County Community Services and State of New Mexico will be able to provide information on assistance to individuals and families who may need additional information on the progress of their assistance application or who may have needs outside the scope of standard assistance grants.

DEACTIVATION:

Deactivation will occur based upon the amount of persons sheltered. At the point when no one is in the shelter or other arrangements can be made for a few remaining individuals may the shelter be deactivated. Deactivation of a shelter must be approved by the EOC Director and coordinated with the ARC.

LONG-TERM, POST-DISASTER SERVICES:

Should a disaster/emergency last a period of time, it is necessary to provide for long-term service for shelters and Mass Care facilities. Some of the considerations are kitchens for feeding people, water supply stations, first aid stations, temporary housing or rental units, tents, hotels & motels, mobile homes, hygiene facilities (portable toilets & showers), and mail service.

PLAN DEVELOPMENT AND MAINTAINANCE:

Sandoval County Emergency Management, along with ARC, will assume the primary responsibility for this plan. All other agencies will perform their respective functions.

TRAINING:

A.   All Shelter team members are encouraged to complete training on principals of the National Incident Management System (NIMS) in accordance with current guidance from the Department of Homeland Security. The basic courses offered through FEMA's Emergency Management Institute are as follows:

- IS-100   Introduction to the Incident Command System
- IS-200   ICS for Single Resource and Initial Action Incidents
- IS-700   An Introduction to NIMS
- IS-800   An Introduction to National Response Framework

B.   The American Red Cross provides a number of courses in mass care management including:

- Disaster services: an overview
- Mass Care: an overview
- Shelter Fundamentals/ Exercise
- Shelter Management
- Functional and Access Needs in Shelters (FANS)
- Safe and Well Linking Fundamentals
- Feeding Fundamentals

ATTACHMENTS:

1. Sandoval County ARC Shelter Locations
2. Shelter MOU
3. Shelter Supplies
4. Shelter Management Team Staff/Volunteers
5. Shelter Management Team Check in and Briefing process
6. Shelter Assignment Log
7. Shelter Processing Procedures and Intake From
8. Shelter Management Job Aids
9. Functional Needs Profile and population
10. Animal Sheltering / Shelters
11. Sandoval County Shelter Status Form

Job Aids:

Human Shelter:

Shelter Manager
Assistant Manager
Medical Services Manager
Shelter Behavioral Health Specialist
Shelter Liaison Officer
Shelter Safety Officer
Shelter Information Officer (PIO)
Shelter Operations Chief
Shelter Logistics Chief
Shelter Planning Chief
Shelter Finance Chief

**MEMORANDUM OF UNDERSTANDING (MOU) FOR USE OF FACILITIES
IN THE EVENT OF A MASS MEDICAL EMERGENCY
(Community name), and (Facility owner) agree that:**

In the event of a catastrophic medical emergency in (Community name), resources will be quickly committed to providing a necessary shelter.

(Community) and (owner of facility) enter into this partnership as follows:

1. Facility Space: (Community name) accepts designation of (name of facility) located at (address of facility) as a shelter in the event the need arises.

2. Use of the Facility: Request to use facility as a shelter will occur as soon as possible through the local Emergency Operations Center. Designation and use of (name of facility) will be mutually agreed upon by all parties to this agreement.

3. Modification or Suspension of Normal Activities: (name of facility) agrees to alter or suspend normal operations in support of the shelter site as needed.

4. Use of Facility Resources: (name of facility) agrees to authorize the use of facility equipment, building, communications equipment, computers, Internet services, copying equipment, fax machines, etc. Facility resources and associated systems will only be used with facility management authorization and oversight to include appropriate orientation/training as needed.

5. Costs: All reasonable and eligible costs associated with the emergency and the operation of the shelter that include modifications or damages to the facility structure, equipment and associated systems directly related to their use in support of the shelter are submitted for consideration and reimbursement through established disaster assistance programs.

6. Contact Information: (name of facility) will provide (Community name) the appropriate facility 24 hour/7 day contact information, and update this information as necessary.

7. Duration of Agreement: The minimum term of this MOU is two years from the date of the initial agreement. Subsequent terms may be longer with the concurrence of all parties.

8. Agreement Review: A review will be initiated by (Community name) and conducted following a disaster event or within two years after the effective date of this agreement. At that time, this agreement may be negotiated for renewal. Any changes at the facility that could impact the execution of this agreement will be conveyed to the identified primary contacts or their designees of this agreement as soon as possible. All significant communications between the Parties shall be made through the primary contacts or their designees.

9. Amendments: This agreement may be amended at any time by signature approval of the parties' signatories or their respective designees.

10. Termination of Agreement: Any Party may withdraw at any time from this

MOU, except as stipulated above, by transmitting a signed statement to that effect to the other Parties. This MOU and the partnership created thereby will be considered terminated thirty (30) days from the date the non-withdrawing Party receives the notice of withdrawal from the withdrawing Party.

11. Capacity to Enter into Agreement: The persons executing this MOU on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this MOU on behalf of the entity for which they sign.

Facility Official: _____ Date: _____

Signature: _____

Community Official: _____ Date: _____

Signature: _____

To authorize facility use, call:

_____
Name

_____
Daytime phone number/After-hours/emergency phone number

To open facility, call:

_____
Name

_____
Daytime phone number

Alternate contact to open facility, call:

_____
Name

_____
Daytime phone number/ After-hours/emergency phone numbers

ATTACHMENT 3: Shelter Supplies

Sandoval County Shelter Trailer is equipped with:
- 100 Cots
- 100 blankets

All Below TO BE DEVELOPED:

Shelter Trailer is equipped with eight (8) 25-person shelter carts containing:
- 25 Cots
- 25 polar fleece blankets
- 1 case (50) inflatable cot pillows
- 1 first aid kit, 299 pieces, soft sided
- 1 emergency weather alert radio
- 30 person hygiene kit
- 2 wide area lanterns
- 72 D-Cell batteries (6 per lantern)

> **SPECIAL NOTE AS OF JULY 2ND 2015**:
> If POD Sites are not activated POD Kits will be diverted to Emergency Shelters for shelter operations. POD Kits are stored at SCFD, Station 43 in bay.

Shelter Management Team Supplies:
Clip Board
Dry Erase Markers Multicolor
Duct Tape 3" Roll
Envelopes Manila, 9" x 12" Box of 50
Extension Cords- 100' length; 50' length; 25' length
Surge Protector, Ground Fault Circuit Protector GFC
File Folders Gray Color 10 Boxes of 100
Flashlights with Extra Batteries Each
Headlights- LED, High Intensity with Extra Batteries Each
Lanterns, Fluorescent, Camping With Extra Batteries Each
Lock Boxes (Store/Lock Medications)
Masking Tape 2" Boxes of 6
Name Tags self-adhesive 4 Boxes of 100
Note Pads, Letter Size White, Lined
Paperclips 5 Large Boxes of 100
Pens, Ballpoint Black Ink Medium Point 10 Boxes of 12
Pens, Ballpoint Red Ink Medium Point Box of 12
Poster boards White
Packs Post-it Notes 3" x 5", Lined
Rubber Bands Medium 1 lb.
Scissors, Regular Stainless Steel Each
Scotch Tape Dispensers (Disposable) With Extra Rolls
Sharpie Markers Multicolor, Fine Tip Box of 8
Sharpie Markers Multicolor, Regular Tip Box of 4
Staplers' standard
Staples standard Box of 500

ATTACHMENT 4: Shelter Management Team Staff/Volunteers

1. Shelter Team Roster
2. Team Check-in and Briefing Procedure
3. Team Packing List: What clothing, personal hygiene and for how many days?

Name	Address	Phone	E-Mail	Emergency Contact	Mission

ATTACHMENT 5: Shelter Management Team: Check-in and Briefing Process

Purpose: To provide for an efficient and effective manner of tracking volunteers and to provide the volunteer with necessary information for their assignment.

Check-In/Briefing Process
Designate briefing area

Briefing should include:
- ✓ Estimated length of time anticipated
- ✓ Confirm the type of assignment for each team member
- ✓ Provide information on the conditions of facilities/environment
- ✓ Provide description of potential threats (physical, i.e. outbreak of a contagious disease; mental, i.e. no showers, sleeping on floor; hazards, i.e. downed electrical lines)
- ✓ Provide information on meals
- ✓ Determine the date, time and location of check out/debriefing and ensure acknowledgement of this information from all team members

ATTACHMENT 6 Shelter Assignment Log

Facility:

Operational period: From:_____ To:_____

Add other Positions as needed.

Assignment	#	Name	Contact Information
Shelter Manager	1		
Assistant Manager	1		
Disaster Welfare	1		
	2		
	3		
Supply Room	1		
	2		
Food Service	1		
	2		
	3		
	4		
Facilities	1		
	2		

ATTACHMENT 7 Shelter Processing Procedures and Intake Form

As an Evacuee arrives at either a shelter or temporary reception center staff will have the Head of house hold fill out for family or individual family member fill out this form.

If it is ARC Shelter, the ARC will provide ARC intake forms.

SHELTER INTAKE FORM
(This form is to be completed for all shelter occupants)

ARRIVAL - Date: _____ Time: _____

DEPARTURE - Date: _____ Time: _____

Mode of Arrival: _____

Shelter Location: _____

```
Shelter Use Only:
Facility:
Bed Assignment:
Special Needs:
Medical:
Diet:

Other:
```

Personal Information:

NAME - Last: _____ First: _____ Middle: _____

DOB: _____ Age: _____ (years) Sex: _____ Primary Language: _____

Street Address: _____

City/Community: _____ State: _____ ZIP: _____

Phone #: _____ Cell#: _____

Member of Group (i.e. Nursing Home, etc): ___ Yes ___No

Group Name: _____

Emergency Contact Information (not in shelter)

Name: _____ Phone# _____ Relationship: _____

Return Information:

Will the Evacuee need a ride back home or to another location? ___ Yes ___No

Special Needs/Medications:

_____

_____

_____

Continued on back

Family Members (in shelter):   **Total #:** _____

Name	Age	DOB

Pets: ___ Yes ___No

	Type	Name	Description	Comments
1				
2				
3				

Notes/Comments:

_____

_____

_____

Discharge Information:

Discharged to: _____ Relationship: _____

Street Address: _____

City/Community: _____State: _____ ZIP: _____

Phone #: _____ Cell#: _____

Comments:

_____

_____

_____

_____

ATTACHMENT 8 Shelter Management Job Aids

1. **Shelter Manager**
2. **Assistant Shelter Manager**
3. **Medical Services Manager/ Exposure Control Monitor**
4. **Behavioral Health Specialist**
5. **Liaison Officer**
6. **Safety Officer**
7. **Information Officer (PIO)**
8. **Operations Chief**
9. **Logistics Chief**
10. **Planning Chief**
11. **Finance Chief**

SHELTER MANAGER

The Shelter Manager is responsible for:

- ✓ Activating the shelter Incident Command System
- ✓ Assemble the initial shelter management staff to do a walk through evaluation of the shelter. Staff should include the shelter director, shelter safety officer, shelter medical officer, shelter operations officer
- ✓ Conduct Shelter facility walk through the layout of the facility and assess the facility and determine locations for:
    - o registration/check in
    - o sleeping
    - o feeding
    - o recreation
    - o medical care
    - o meeting area
    - o work area for shelter staff
    - o Conduct walkthrough of shelter with facility's representative and document deficiencies during each shift
    - o Conduct site inspection with appropriate staff prior to closure of shelter
- ✓ Staffing
    - o Determine how many staff will be required.
    - o Develop a contact list for all staff
    - o Register all staff
    - o Schedule 12 hour shifts
    - o Designate supervisors for each shift
    - o Orient staff to basic duties and operations for running a shelter
- ✓ Access communication systems
- ✓ Establish of incident objectives and strategies
- ✓ Staff Sign In/Out
- ✓ Complete a Timesheet
- ✓ Notifications when shelter is operational and of any unresolved deficiencies
- ✓ Ensure feeding schedules
- ✓ Establish communication with the community EOC other entities
- ✓ Obtain briefings from involved parties at every shift change
- ✓ Conduct command team strategy meetings and staff briefings
- ✓ Ensure the Shelter Logs are maintained and reports completed
- ✓ Coordinate transport of shelter occupants
- ✓ Ensure all staff have assigned shifts (work/sleep)
- ✓ Continually assess shelter situation
- ✓ Monitor site security
- ✓ Approve requests for additional resources and release of resources
- ✓ Serve as point of contact for all media, if PIO is not available
- ✓ Ensure appropriate incident/accident reports are accomplished and witness statements obtained for all accidents resulting in personal injury or damage to equipment
- ✓ Establish deactivation priorities and implement
- ✓ Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report

ASSISTANT SHELTER MANAGER

The Assistant Shelter Manager is responsible for:

- ✓ Must be able to fulfilling Shelter Manager Duties if necessary.
- ✓ Will assist Shelter Manager in accomplishment of duties.
- ✓ Assemble the initial shelter management staff to do a walk through evaluation of the shelter. Staff should include the shelter director, shelter safety officer, shelter medical officer, shelter operations officer
- ✓ Conduct Shelter facility walk through the layout of the facility and assess the facility and determine locations for:
    o registration/check in
    o sleeping
    o feeding
    o recreation
    o medical care
    o meeting area
    o work area for shelter staff
    o Conduct walkthrough of shelter with facility's representative and document deficiencies during each shift
    o Conduct site inspection with appropriate staff prior to closure of shelter
- ✓ Staffing
    o Determine how many staff will be required.
    o Develop a contact list for all staff
    o Register all staff
    o Schedule 12 hour shifts
    o Designate supervisors for each shift
    o Orient staff to basic duties and operations for running a shelter
- ✓ Access communication systems
- ✓ Establish of incident objectives and strategies
- ✓ Staff Sign In/Out
- ✓ Notifications when shelter is operational and of any unresolved deficiencies
- ✓ Ensure feeding schedules
- ✓ Establish communication with the community EOC other entities
- ✓ Obtain briefings from involved parties at every shift change
- ✓ Conduct command team strategy meetings and staff briefings
- ✓ Ensure the Shelter Logs are maintained and reports completed
- ✓ Coordinate transport of shelter occupants
- ✓ Ensure all staff have assigned shifts (work/sleep)
- ✓ Continually assess shelter situation
- ✓ Monitor site security
- ✓ Approve requests for additional resources and release of resources
- ✓ Serve as point of contact for all media, if PIO is not available
- ✓ Ensure appropriate incident/accident reports are accomplished and witness statements obtained for all accidents resulting in personal injury or damage to equipment
- ✓ Establish deactivation priorities and implement
- ✓ Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report

Medical Services Manager/ Exposure Control Monitor

The Medical Services Manager is a member of the Shelter Command Team and is responsible for:

- ✓ Providing oversight of all medical services
- ✓ Ensuring triage of clients coming in to the shelter
- ✓ Ensuring team safety
- ✓ Responsibilities:
    - o Sign In/Out on the Staff Line List
    - o Complete a Timesheet
    - o Report to the Shelter Supervisor
    - o Coordinate with command team to establish shelter set-up
    - o Oversee the selection of shelter care areas, in consultation with Shelter Supervisor
    - o Attend and participate in command team meetings and briefings
    - o Inspect and check equipment and ensure that care areas are set up properly and that appropriate personnel, equipment and supplies are in place and proper storage, maintenance and utilization of all supplies and orders for medications and supplies
- ✓ Orient staff to shelter layout
- ✓ Identify roles/responsibilities
- ✓ Assign staff to initial assessment of area
- ✓ Establish medical staff schedules
- ✓ Ensure the medical staff performs only those duties consistent with their level of expertise and only according to their professional licensure.
- ✓ Supervise the health care delivery services of the medical staff
- ✓ Recommend medical staffing level adjustments as appropriate.
- ✓ Brief team members
- ✓ Ensure staff is familiar with communication procedures
- ✓ Evaluate staff for signs and symptoms of stress reaction and poor coping
- ✓ Schedule operation activities/tasks
- ✓ Notify logistics section of needs/shortfalls
- ✓ Determine future operational needs
- ✓ Establish sanitation procedures, and ensure utilization of Standard Precautions
- ✓ Monitor potential for infectious disease transmission
- ✓ Monitor for potential hazardous materials
- ✓ Evaluate the conditions of the clients
- ✓ Ensure security of medical records
- ✓ Ensure maintenance of Individual Line List for Evacuees
- ✓ Ensure appropriate documentation of intake, triage and care of all clients
- ✓ Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report

The Behavioral Health Specialist works for the Shelter Medical Services Manager

Responsibilities:

- ✓ Maintain staff Sign In/Out log
- ✓ Complete a Timesheet
- ✓ Report to the Medical Services Manager
- ✓ Attend briefings and meetings as required
- ✓ Provide education on normal stress reaction information and education to staff and shelter occupants
- ✓ Evaluate staff and shelter occupants for signs and symptoms of stress reaction and poor coping
- ✓ Determine future operational needs
- ✓ Assess current capability to provide mental health support to staff members and shelter occupants
- ✓ Project immediate and prolonged capacities to provide mental health services based on current information and situation.
- ✓ Coordinate additional mental health support through the Medical Services Manager
- ✓ Prepare for the possibility that a staff member or their family member may be a victim and anticipate a need for psychological support
- ✓ Continually evaluate mental health needs
- ✓ Assist in developing an action plan to the when requested.
- ✓ Document actions, issues and decisions
- ✓ Plan to conduct stress debriefings for staff and shelter occupants periodically
- ✓ Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report

The Liaison Officer is responsible for:

- ✓ Establishing and maintaining contact with community EOC and other agencies and entities during shelter operations
- ✓ Participate in Community IMT Briefings
- ✓ Include shelter needs and issues in Situation Reports
- ✓ Coordinate support from the IMT for shelter operations
- ✓ Assist in establishing of incident objectives, strategies and action plans
- ✓ Sign In/Out on the Staff Log
- ✓ Complete a Timesheet
- ✓ Participate in briefings, meetings and shift change
- ✓ Determine additional resource, personnel and other needs
- ✓ Serve as point of contact for all media, if Shelter Chief, PIO are not available
- ✓ Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report

The Shelter Safety Officer is responsible for:

- ✓ Sign In/Out on the Staff Log
- ✓ Complete a Timesheet
- ✓ Participate in briefings, meetings and shift change
- ✓ Ensure Team Safety
- ✓ Determine additional resource, personnel and other needs
- ✓ Assist in establishing of incident objectives, strategies and action plans
- ✓ Coordinate security issues as appropriate
- ✓ Determine safety risks of to personnel and shelter occupants and advise the Shelter Supervisor and Section Chiefs of any unsafe condition and corrective recommendations.
- ✓ Evaluate building or incident hazards and identify vulnerabilities
- ✓ Assess facility operations and practices of staff, and terminate and report any unsafe operation or practice, recommending corrective actions to ensure safe service delivery
- ✓ Ensure implementation of all safety practices and procedures
- ✓ Attend all command briefings and Incident Action Planning meetings to gather and share incident and facility safety requirements.
- ✓ Document all key activities, actions, and decisions
- ✓ Continue to assess safety risks of the incident to personnel, facilities and the environment. Advise the Section Chiefs of any unsafe condition and corrective recommendations
- ✓ Ensure proper equipment needs are met and equipment is operational prior to each operational period
- ✓ Re-assess the safety risks of the extended incident to personnel, facilities, and the environment and report appropriately. Advise the Shelter Supervisor and Section Chiefs of any unsafe condition and corrective recommendations
- ✓ Continue to assess operations and practices of staff, and terminate and report any unsafe operation or practice, recommending corrective actions to ensure safe service delivery
- ✓ Observe all staff and shelter occupants for signs of stress and inappropriate behavior. Report concerns to the Shelter Supervisor and Behavioral Health Specialist
- ✓ Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report
- ✓ Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.

The Shelter Public Information Officer is responsible for:

- ✓ Assisting with establish of incident objectives and strategies
- ✓ Sign In/Out on the Staff Log
- ✓ Complete a Timesheet
- ✓ Establish contact with other PIOs.
- ✓ Receive information in the disaster/emergency from other sources and agencies
- ✓ Determine information needs
- ✓ Develop information for shelter occupants, seek approval from Shelter Supervisor prior to release
- ✓ Participate in briefings, meetings and shift change
- ✓ Conduct command team strategy meetings as needed
- ✓ Ensure all shelter reports are completed
- ✓ Continually assess shelter situation
- ✓ Serve as point of contact for all media
- ✓ Assist in establishing of incident objectives, strategies and action plans
- ✓ Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report

OPERATIONS CHIEF

The Operations Chief is responsible for:

- ✓ Assist in setting up and opening shelter
- ✓ Directing and supervising daily operations
- ✓ Orient staff to basic duties and operations for running a shelter
- ✓ Appoint supervisors
- ✓ Assist in establish of incident objectives, strategies and action plans
- ✓ Sign In/Out on the Staff Log
- ✓ Complete a Timesheet
- ✓ Conduct walkthrough of shelter with facility's representative and document deficiencies during each shift
- ✓ Obtain briefings from involved parties at every shift change
- ✓ Ensure all shelter reports are completed
- ✓ Ensure all staff have assign shifts (work/sleep)
- ✓ Continually assess shelter situation
- ✓ Prepare for and participate in briefings
- ✓ Determine additional resource, personnel and other needs
- ✓ Serve as point of contact for all media, if PIO is not available
- ✓ Ensure appropriate incident/accident reports are accomplished and witness statements obtained for all accidents resulting in personal injury or damage to equipment
- ✓ Direct deactivation procedures
- ✓ Assist with final site inspection with appropriate staff prior to closure of shelter
- ✓ Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report

Logistics Chief

The Logistics Support Staff is responsible for:

- ✓ Signing In/Out on the Staff Log
- ✓ Reporting to Shelter supervisor
- ✓ Completing a Timesheet
- ✓ Be familiar with shelter floor plan
- ✓ Set up Sign in/Sign out Area, including posting of signs and setting up of tables and chairs
- ✓ Post shelter rules in a visible location in the registration/information area
- ✓ Complete Intake process
- ✓ Maintain Roster
- ✓ Maintain accurate count of shelter occupants , caregivers, and staff in the Shelter
- ✓ Provides administrative and logistical support to the medical staff
- ✓ Coordinate food service
- ✓ Coordinate shelter maintenance, clean up, trash removal etc.
- ✓ Report any problems to the Shelter Supervisor
- ✓ Assist in closure of the shelter
- ✓ Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report

The Planning Chief is responsible for:

- ✓ Sign In/Out on the Staff Log
- ✓ Complete a Timesheet
- ✓ Participating in the Shelter facility walk through
- ✓ Assist IMT in Lay out the facility
- ✓ Assess the facility and determine locations for: registration/check in, sleeping, feeding, recreation, medical care, meeting, work area for shelter staff.
- ✓ Assist the Shelter Supervisor and Operations Chief in staffing issues
- ✓ In consultation with the Shelter Management Team , establish the incident objectives and operational period
- ✓ Document all key activities, actions, and decisions.
- ✓ Facilitate and conduct incident action planning meetings with Command Staff, Section Chiefs and other key individuals to plan for the next operational period
- ✓ Coordinate preparation and documentation of the Incident Action Plan and distribute copies to the Shelter Director and all Section Chiefs.
- ✓ Meet regularly with the Shelter Director to brief on the status of planning and the Incident Action Plan.
- ✓ Attend command briefings and meetings.
- ✓ Continue to receive projected activity reports from Section Chiefs at designated intervals to prepare status reports and update the Incident Action Plan.
- ✓ Continue to meet with Command Staff, Section Chiefs to evaluate facility and personnel, review the demobilization plan and update the Incident Action Plan.
- ✓ Coordinate final reporting external agencies through Liaison Officer and Public Information Officer.
- ✓ Work with Finance Sections to complete cost data information.
- ✓ Begin development of the Incident After-Action Report and Improvement Plan and assign staff to complete portions/sections of the report.
- ✓ Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report

FINANCE CHIEF

The Finance Chief is responsible for:

- ✓ Sign In/Out on the Staff Log
- ✓ Complete a Timesheet
- ✓ Document all key activities, actions, and decisions.
- ✓ Participate in incident action planning (IAP) meetings.
- ✓ Attend command briefings and meetings.
- ✓ Compile cost data information.
- ✓ Maintain completed timesheets
- ✓ Provide cost implications of incident objectives.
- ✓ Ensure that the Incident Action Plan is within financial limits
- ✓ Determine if any special contractual arrangements/agreements are needed.
- ✓ Distribute the Time Sheets and ensure time is recorded appropriately.
- ✓ Communicate frequently with the Incident Commander; brief routinely on the status of the Finance Section
- ✓ Develop a "cost-to-date" incident financial status report every 24 hours summarizing financial data relative to personnel, supplies and other expenditures and expenses.
- ✓ Work with the other Section Chiefs to identify short and long term issues with financial implications; establish needed policies and procedures.
- ✓ Ensure that required financial and administrative documentation is properly prepared. Collate and process invoices received.
- ✓ Coordinate emergency procurement requests.
- ✓ Collect and analyze all financial related data.
- ✓ Ensure processing and payment of invoiced costs.
- ✓ Submit required reimbursement paperwork and track payments.
- ✓ Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report

This Page Left Blank Intentionally

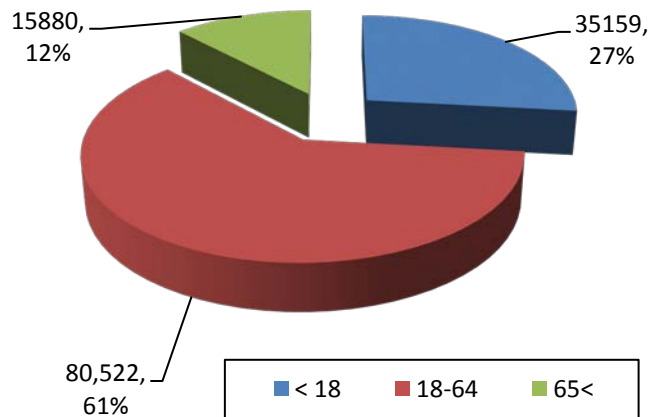## ATTACHMENT – 9 FUNCTIONAL NEEDS PROFILE AND POPULATIONS

Table - 1: Mass Care Services for Special Needs Populations

Type Special Needs Populations	Facility Location	Contact Name and Phone Numbers	Name of Facility	Special Provisions Made
Children in School				
Children in Day Care Centers				
Hearing-impaired, Sight-impaired				
Incarcerated Residents (In Jails, Juvenile Facilities, Drug Treatment Centers, Etc.)				
Institutionalized Individuals (In Hospitals, Mental Health Facilities, Nursing Homes (Short Term))				
Mentally Impaired				
Mobility-impaired				
Non-English Speaking People	population throughout county			
Nursing Home Residents (Long Term)				
People Without Transportation				
Transient Population (Street People, Motel and Hotel Guests, Seasonal Workers)				

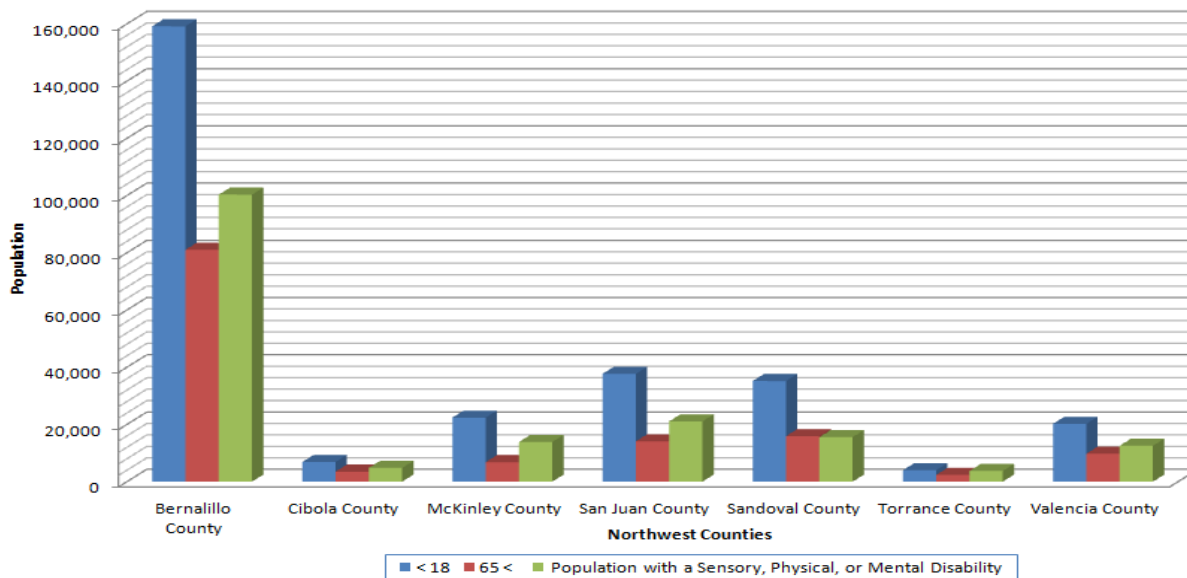## Access and Functional Need Profile

**Access and Functional Need Profile
Sandoval County New Mexico, 2014**

Sandoval County by Age Groups, 2010

15880, 12%

35159, 27%

80,522, 61%

Legend: < 18 | 18-64 | 65<

New Mexico DOH Northwest Region
Population under 18, over 65, and with a Disability, by County, 2010

Legend: < 18 | 65 < | Population with a Sensory, Physical, or Mental Disability

Demographic Indicators	
2010 Population Estimate[1]: 131, 561	65+ Population[1]: 15,880 (12.07%)
< 18 Population[1]: 35,159 (26.72%) (11.82%)	Population with 1 or more Disabilities[2]: 15,548
Speaking English "less than well"[1]: 2528 (1.92%)	No High School Diploma[1]: 7872 (5.98%)
Live Births[3]: 1554	Minority[1]: 69,116 (52.54%)
Obesity[4]: 32,890.25 (25%)	Living in Rural Area[4]: 22,497 (17.1%)
Veterans[5]: 12,540	Primary Care Physicians[4]: 84

Vulnerability Indicators	
Elders Living Alone[1]: 3,751 (23.62% of Elders)	Grandparents responsible for Grandchildren[1]: 1444
Dialysis Clients[6]: 212	Probable Alzheimer's Cases[7]: 594
Senior Centers[8]: 4 813	Annual Brain Injury Hospitalizations and ED Visits[9]:
Children's Medical Services Clients[10]: 52	Children in Foster Care[11]: 64
Childcare Facilities[13]: 45	Children receiving Childcare Subsidies[12]: 702
K-12 Schools[14]: 41	Homeless kids in School[15,16,17]: 629
Estimated Homeless[18]: 46	

Economic Indicators	
Population Below Poverty[1]: 14,050 (10.68%)	Children in Poverty[4]: 5,853 (16.65% of children)
Monthly Medicaid Eligibles[12]: 27, 804 (21.13%) (11.7%)	Average Monthly Medicaid Enrollment[19]: 15,215
Unemployed[1]:3,994 (3.04%)	WIC Clients[20]: 2,268 (1.72%)
Uninsured (under 65)[4]: 21,759 (19%)	Uninsured Children[4]: 3200 (9.1% of children)
SNAP (Food Stamp) Recipients[12]: 8788 (16.81%)	TANF Recipient Households[12]: 558 (1.07%)
Households/Housing Units[1]: 52,287	Food Insecure[4]: 19,734.2 (15%)
Households without a vehicle[1]: 1,756 (3.36%)	Mobile Homes[1]: 3,903 (7.46%)
Single Parent Households[1]: 5,978 (11.43%)	LIHEAP households[12]: 1214 (2.32%)
Households with more people than rooms[1]: 1265 (2.42%)	10+ unit housing[1]: 1277 (2.44%)
Households with no telephone service available[1]: 1990 (3.81%)	Per Capita Income[1]: 20,888.91

Data Sources:
1. US Census Data and American Community Survey, 2010
2. US Census Data and American Community Survey, 2000
3. Bureau of Vital Records and Health Statistics. *New Mexico Selected Health Statistics Annual Report 2011, The State Center for Health Statistics;* New Mexico Department of Health, Epidemiology and Response Division, pg. 40
4. Countyhealthrankings.org
5. New Mexico Department of Veterans Affairs. *2013 Annual Report*, pg. 55
6. Intermountain ESRD (End Stage Renal Disease) Network Inc. CROWNWeb extraction (accuracy not guaranteed)
7. New Mexico Alzheimer's Association, Census 2000 approximation
8. New Mexico Aging and Long Term Services Department. *2014 Directory of Senior Centers and Meal Sites in New Mexico.*
9. New Mexico Department of Health, Epidemiology and Response Division, Office of Injury Prevention, Epidemiology Unit. Compilation of hospitalizations and emergency department visits in 2012 for:
   o Traumatic Brain Injury (TBI) and
   o Acquired Brain Injury (ABI) sources:
     ▪ Cerebrovascular Accident (CVA) and
     ▪ Anoxic Brain Damage
10. New Mexico Department of Health, Family Health Bureau, Children's Medical Services (CMS). Open CMS clients extracted 3-6-14 from INPHORM database
11. New Mexico Children, Youth and Families Department, Protective Services. *360 Report: State and County Profiles: 2nd Quarter SFY 2014.*
12. New Mexico Human Services Department, Income Support Division. *Monthly Statistical Report, July 2013-January 2014,* pgs. 5, 8, 20, 22, 32. SNAP = Supplemental Nutrition Assistance Program; TANF = Temporary Assistance of Needy Families; LIHEAP = Low Income Home Energy Assistance Program
13. New Mexico Children, Youth and Families Department, Early Childhood Services. Compilation of Child Care Centers, Child Care Group Homes and Child Care Homes.
14. U.S. Department of Education, Institute of Education Sciences. National Center for Education Statistics; Search for Public Schools. March 2014.
15. New Mexico Public Education Department, School and Family Support Bureau, Health Education Coordinator. March 2014.
16. New Mexico Department of Health, Epidemiology and Response Division, Office of Injury Prevention, Survey Unit, Youth Risk and Resiliency Survey (YRRS). March 2014.
17. New Mexico Public Education Department, School and Family Support Bureau, McKinney-Vento Homeless Education Coordinator. March 2014.
18. New Mexico Coalition to End Homelessness. *2013 Housing Inventory and Point in Time Count by County;* Number of Homeless Individuals Counted on 1/28/13.
19. New Mexico Department of Health, Epidemiology and Response Division, Community Health Assessment Program. Indicator-Based Information System (IBIS) for Public Health; Medicaid Enrollment (updated 09/16/2013) from New Mexico Human Services Department, Income Support Division, Benefit Delivery and Data Reporting Bureau, Monthly Statistical Report.
20. New Mexico Department of Health, Family Health Bureau, Woman Infant Child (WIC) Program. January 2014 caseloads.

ATTACHMENT – 10 ANIMAL SHELTERING / SHELTERS

Animal Care/Evacuation Plan

Responsible Departments:

Primary:

Sandoval County Animal Control
Sandoval County Extension Office

Secondary:

New Mexico Department of Agriculture
State of New Mexico Livestock Board
State of New Mexico Game and Fish Department
Volunteer Animal Humane Societies
New Mexico Horseman's Association

Overview:

During an emergency/disaster event, evacuation of County residences may become necessary. When such events occur, consideration must be given to the pets and livestock residing within the community.

The Pets Evacuation and Transportation Standards Act (PETS) 2006 require states seeking Federal Emergency Management Agency (FEMA) assistance to accommodate pets and service animals in their plans for evacuating residents facing disasters.

Pets are not allowed in shelters, unless they are Service animals with their masters. Arrangements must be made with the Animal Control Offices to house or arrange for emergency sheltering of companion pets during disasters.

Veterinary hospitals are one good source for small animals. Livestock and other agricultural animals may have to be moved due to flooding or other disasters. Care should be taken to keep careful records on where all livestock have been moved (try to keep them as close to their home pastures as possible).

Check with Animal Control to determine if any Mutual Aid Agreements or Memorandums of Understanding are in place. **Upon activation of the New Mexico Department of Homeland Security Emergency Management EOC a person is assigned to the care and sheltering of animals and is a resource for Sandoval County**

Purpose

The purpose of this plan is to provide guidance in the area of animal needs during an emergency/disaster event.

> **Individual names and phone numbers are located in the Sandoval County emergency management ERG**

Situation

Sandoval County Animal Control and other volunteer associations in Sandoval County may be required to assist in the needs of animals during emergency/disaster events. The assistance required may be in many areas, including:

- **Evacuation**
- **Rescue**
- **Sheltering**
- **Disposal**
- **Medical treatment**

Assumptions

Many residents will be able to care for the needs of their pets and livestock during an emergency/disaster event.

There will be some residents that will require assistance in the care of their pets and livestock during an emergency/disaster event.

Animals, pets, livestock and wildlife depend on people for their care and welfare during emergency/disaster events.

Pets are not allowed in shelters, unless they are Service animals with their masters. Arrangements must be made with the Animal Control Offices to house or arrange for emergency sheltering of companion pets during disasters.

> **Local Fair and Rodeo grounds will be used to house stock animals if needed.**

The American Red Cross will provide pet friendly sheltering facilities if possible.

Sandoval County Animal Control may be required to coordinate and assist in the care of animals within the county, in accordance with the above.

During an emergency/disaster event Sandoval County Animal Control will become overwhelmed and will require outside assistance from other jurisdictions.

The need for public health and safety outweighs the needs of animals during an emergency/disaster event.

Concept of Operations

Upon notification of the activation of the Emergency Operations Center (EOC), representative of the Animal Shelter and Animal Control/Human Society will proceed there in order to coordinate the efforts concerning care and welfare of animals.

- The Animal Shelter and Animal Control/Human Society representative will assist the EOC Public Information Officer in providing information to the public concerning their animals during emergency/disaster events.

- Sandoval Animal Shelter will coordinate evacuation, rescue and sheltering of animals during emergency/disaster events.

- When possible companion animals will be housed in the general vacinity of the human shelters. This will afford people to see their companion animals not allowed in the shelter with them.

- Sandoval Animal Shelter and other volunteer agencies will coordinate with local veterinarians for the medical needs of animals during an emergency/disaster event.

- Sandoval Animal Shelter and other volunteer agencies will coordinate with the State of New Mexico Livestock Board and Sandoval County Extension agent for the needs of livestock and horses during an emergency/disaster event.

- Sandoval Animal Shelter and other volunteer agencies will coordinate with the Department of Game and Fish for the needs of wildlife during an emergency/disaster event.

- Sandoval Animal Shelter and other volunteer agencies will coordinate with pet facilities to ensure inspections/agreements are in place including foster familiies during a disaster.

- Sandoval Animal Shelter and other volunteer agencies will be responsible for the care and maintenance of all dogs and cats committed to their care.

- Dead Animals Pick Up-The Sandoval Solid Waste Department and NM State Department of Transportation which may find and pick up dog and cat remains bearing identification shall notify the animal control officer; animal shelter personnel shall make every effort to notify owners of such animals found. Animal control officers shall remove and dispose of all dog and cat remains not picked up.

Specific duties of all Responsible Departments and Agencies can be found in their respective Standard Operating Procedures/Guidelines.

This Page Left Blank Intentionally

SPECIFIC ANIMAL EVACUATION PLANS:

Corrales:

DRAFT ANIMAL EVACUATION PLAN
Corrales, New Mexico
Author-Corrales Horse and Mule People (CHAMP)
July, 2012

ORGANIZATION

General Principals
1. Designate holding area locations for large animals.
2. Receive written access on private property granted from residents.
3. Collect all data-phone, map, who to call, where to house/shelter animals, where to park trailers
4. Provide all above information to person in authority for evacuation.

A. Shelter Command Center Coordinator
1. Village Animal Control Officer will be the single point of contact for management decisions in responding to the needs of all animals during an emergency or disaster.
   - Ensure large animal corrals are in working order.
   - Provide support services for volunteers.
   - Maintain communication with Police, Fire Department, Mayor, Animal Control, volunteers and field animal shelter.
   - Coordinate volunteers sign in and tasks.
   - Communicate with media-radio, TV (if designated by Mayor).
2. Main Volunteer - If needed, Village Animal Control Officers shall designate a volunteer or volunteers, if required to help. That person will help implement the staging, opening of holding pens, coordinate volunteers.
   - Identify all animals with registration/intake form. A digital photo might be helpful. Attach intake form to cage or pen.
   - Evaluate animal's immediate needs and carry out if possible.
   - Provide food and water.
   - Ensure safe and secure containment.
   - Euthanasia –coordinate with a veterinarian.
   - Assign all tasks including those of volunteers.

D. Set up staging area
1. Area for trailer personnel to gather and take directions as to which homes or areas they are to go to evacuate animals.
2. Have on board, the granting authority to gain access in a mandatory evacuation.
3. Have with trailers, tools, halters, and paper work to identify home/animals
4. Volunteers who remove animals from private property must leave notice as to where animals will be taken

E. **Holding areas**
    1. Will be opened by Animal Control Officer
         Top Form Arena and New Fire Station
    2. Small animal pens, crates shall be staged where they are visible to the volunteers
    2. Will be staffed by on site volunteers
        a. feed, water, pens, lights
    3. Determine a veterinarian to be on call

F. Release Procedure
    1. The Village of Corrales has the authority to release animals
    3. Owner must sign release form after providing proof of ownership
        a. Owner's driver license or State ID
        b. Proof of ownership (Animal Control to determine requirements)

G. Maintain list of volunteers who have trailers/list trailer capacity

H. Maintain list of large and small animal owners who agree to evacuation of their animals

I.   Provide Training/Seminars
    1**.** How to handle animals and how to transport animals during emergencies.

SHELTER SET-UP

General Principals
    1. Move the animals from danger to designated areas in the Village or if needed, in county and state facilities. If owners bring in their animals they are responsible for feeding and watering all their animals at the Field Shelter.
    2.   Set up a command center and ensure to establish contact and coordination of all intake and releases of animals.

A.   Field Shelter
  Checklist for set up of Field Shelter
  Provide the following if required:
    • Information Table
        First stopping point for everyone entering the Field Shelter area. Volunteers at this location direct people to where they can get the services they need.
    • Animal Intake Area
        Where paperwork is completed on all incoming animals. The animals are identified and ID is placed on their stalls.
    • Stalls, pens and crates
        Where animals are housed until they are reclaimed. Areas must be designated for dogs, cats, livestock, and all other animals.   Large animals shall be taken to the Top Form Arena or other designated areas in the Village. (Corrales at New fire station?). A large scale evacuation may require coordination and evacuation to county and state facilities.
    • Medical Care
        Where all animals are treated for minor injuries. Seriously injured animals may be treated elsewhere depending on available resources. It is especially

important to keep animals suspected to have contagious diseases, separate from the rest of the population.

- Animal Care
  Animal supplies are kept for the animals –Supplies should include feeding dishes, buckets, litter boxes, litter, scoops, manure forks, cages, halters and lead ropes, collars and identification tags, muzzles, leashes, newspaper, towels, blankets, tarps, trash bags and any other needed items.
  Provide alfalfa or grass hay.
- Dead Animals
  Dead animals must be kept in corrals until proper authorities can come to remove them. Cover large animals with tarps.
- Volunteer Information and Sign In
  After volunteers report sign in, they should be assigned tasks.
- Rescue Equipment Storage-if available
  Volunteers are responsible for providing their own "go kits". Go kits are defined as the equipment necessary to effect rescue and service in their specified area of expertise.
- Parking
  Designated areas for volunteers and visitors to the Field Shelter. Effort should be made if possible, to not disturb adjacent residents or businesses.
- Human First Aid
  First Aid should be provided by qualified personnel.
- Garbage Area
  Designated area for bagged garbage until it is picked up by the proper authority.
- Volunteer Groups/Guidelines-Ensure that all volunteers are covered by liability insurance (Village of Corrales and Good Samaritan laws)

ANIMAL GROUPS AND RESOURCES:

POSSIBLE COMPANION ANIMAL RESOURCES FOR EMERGENCY EVACUATION SUPPORT

1) **NM Livestock Board**
   Area Supervisor: Livestock Inspector

2) **Animal Amigos of Jemez Valley**
   Website: www.jemezanimalamigos.org
   (limited rehab/adoptions, foster-based; spay/neuter program; feral cat TNR and support; pet food bank; disaster evacuation assistance)
   Emergency Resources: foster homes as available for 2 dogs, 2 cats, 2 horses; several portable traps and crates available for transport assistance.

3) **Bernalillo City Animal Control**
   (enforces town ordinance, no shelter)

4) **Companion Animal Rescue and Medical Assistance (CARMA)**
   Website: www.broandtracy.org/carma, http://www.petfinder.com/shelters/NM53.html
   (works w/ animal control; foster network; spay/neuter before placement)
   Emergency Resources: Working with the Village and other local organizations to develop evacuation plan for small animals (similar to CHAMP plan); foster & volunteer networks.

5) **Corrales Animal Control**
   (enforces village ordinance, no shelter)
   Emergency Resources: 3 officers and vehicle available to assist with animal evacuations.

6) **Corrales Horse and Mule People (CHAMP)**
   Website: www.champnm.com
   (events, newsletter, helps protect and promote equestrian activities and lifestyle in Corrales)
   Emergency Resources: Steve Henry & Terry Brown are working with the Village on a detailed evacuation plan for large animals; extensive network of members with transportation and sheltering capacity.

7) **Corrales Kennels**
   (business - dog and cat boarding, dog grooming and training)
   Emergency Resources: May have space available for dogs and cats.

8) **Village of Corrales - Top Form Aren**a
   Emergency Resources: Arena used as staging area for large animals during evacuation; potential staging areas in other parts of the Village, including the NW area fire station. Fire Chief Anthony Martinez, Mayor Philip Gasteyer and Village Councilor Ennio Garcia-Miera are working with CHAMP and CARMA to develop a comprehensive plan for large and small animals.

9) **FOCAS Friends of Corrales Animal Shelter**
   (raising funds to build a permanent animal shelter in Corrales; volunteer network)

10) **Fur and Feathers Rescue and Rehabilitation**
   (advice and referrals for wildlife rescue and rehab)

11) **Haven for Hamsters Rescue & Sanctuary**
   Website: www.havenforhamsters.webs.com
   (hamsters, gerbils, mice and guinea pigs)

12) **Jemez Pueblo Police Department**
   Emergency Contact: David Ryan, Emergency Medical Services Program Manager, 4531
   Highway 4 (PO Box 100), Jemez Pueblo, NM 87024, (575) 834-7628, Fax: (575) 834-7576

13) **New Mexico Boston Terrier Rescue**
   Website: www.nmbostonrescue.com
   Emergency Resources: fenced area for up to 5 dogs; fenced field for horses, but no
   enclosures; foster/volunteer network of 10-12; 5 crates.

14) **New Mexico House Rabbit Society**
   Website: www.newmexicohrs.org
   (foster-based rabbit rescue; assist local shelters; volunteers for boarding and grooming;
   bunny care classes; veterinarian referrals)

15) **Rio Rancho Animal Control**
   (shelter; enforces city ordinance)
   Emergency Resources: 7 field officers as available, 6 animal control trucks (up to 6 dogs
   or several cats per unit); shelter capacity: 59 dog runs, 50 cat cages, 2 small bird cages, 1
   aquarium for reptiles.

16) **Sandia Pueblo Tribal Police**
   Website: http://sandiapueblo.nsn.us/tribalpolice.html

17) **Sandoval County Animal Control**
   (Enforces county ordinance, no shelter)

18) **Sandoval County Sheriff's Posse**
   Emergency Resources: Arena available for equine and livestock.

19) **San Felipe Pueblo**
   Governor

20) **Santa Ana Pueblo Animal Control**

21) **Santo Domingo (Kewa) Pueblo**
   Governor

22) **Second Chance Animal Rescue, Inc.**
   Website: www.secondchancenm.org
   (foster-based dog rescue, spay/neuter, adoption, thrift store)
   Emergency Resources: foster and volunteer network.

23) **Tiny Toes Rat Rescue**
   Website: www.tinytoesratrescue.wix.com/nm
   (rescue and rehabilitation for rats; veterinarian referrals)
   Emergency Resources: in addition to rats, will take ferrets, gerbils, hamsters for
   temporary sheltering; can also house 3 dogs; 2 SUV's, 6-7 carriers to assist with transport.

24) **Village Mercantile**
   Website: www.thevillagemercantile.com
   (feed store)
   Emergency Resources: can help with communications and coordination of transportation
   and placement of large animals; identifying trained volunteers.

25) **Watermelon Mountain Ranch**
   Website: www.wmranch.org
   (Dog/cat adoptions; shelter and foster homes, spay/neuter program; humane education;
   serves central and northern NM; outreach for at-risk youth and special needs children)
   Disaster Resources: 14 staff; shelter capacity for up to 120 dogs, 150 cats, some small
   livestock; 10 acres, fenced could be used for equines/livestock if panels provided; large
   transport trailer w/cages (30+ small animals), 3 large vans, 25' RV; lots of crates and
   carriers for dogs, cats, and other small animals; volunteers network; full service veterinary
   clinic on-site. Disaster Animal Rescue and Recovery Team helped evacuate 1500 animals
   during Hurricane Katrina.

26) **Zia Pueblo**
   Governor

Other Emergency Resources in the Area:

> **Bernalillo County Animal Care Services**
  Emergency Resources: Capacity for 15-20 equines or small livestock; potential to shelter
  over 100 dogs and cats for short-term emergency sheltering only. Could possibly use 150+
  stalls at Dennison Park in

> **Bernalillo County Sheriff's Posse Arena**
  Emergency Resources: Available for large and small equines and livestock

> **New Mexico State Fairgrounds**
  Emergency Resources: Available for equines and livestock, about 200 stalls but depends
  on current horse show and race schedule.

For additional information, contact:
Sharon Jonas
Disaster Preparedness Coordinator

Animal Protection of New Mexico
PO Box 11395, Albuquerque, NM 87192
sharon@apnm.org
Phone: 505-265-2322, ext. 23
Fax: 505-265-2488

ATTACHMENT – 11 SANDOVAL COUNTY SHELTER STATUS FORM

SANDOVAL COUNTY SHELTER STATUS

Emergency/Disaster:_____ Date and Time Update: _____

No.	Type of Shelter	Location	Date/Time		Feeding Spaces		Sleeping Spaces		Shelter Contact	Description of Special Conditions/Comments
					#Used	#Open	#Used	#Open	Name and Phone	

Sandoval County Shelter Status Form – 7/1/15

This Page Left Blank Intentionally