

Concept of Operations	Standard Operating Procedures Host and Non-Tropical Event Sheltering
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Lead Agency	Capital Area Chapter of the American Red Cross (CACARC)
Support Agencies	Apalachicola Police Department (APD) Carrabelle Police Department (CPD) Franklin County Emergency Management Department (FCEMD) Franklin County Health Department (FCHD) Franklin County School District (FCSD) Franklin County Sheriff's Office (FCSO)

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1.0 – Introduction

1.1 – Purpose

The purpose of this procedure is to provide coordination of activities involved with the provision of host and non-tropical event shelters for evacuees in the county.

1.2 – Scope

This procedure provides guidance to agencies / organizations in the county charged with providing host and non-tropical event sheltering operations for emergency workers and disaster survivors.



1.3 – Assumptions

Risking Sheltering – There are not any shelters that meet ARC¹ Form # 4496 within the county. This is due to the potential for significant storm surge and the close proximity of potential shelters to the coast.

Host Sheltering – There is a network of shelters that have been identified that can meet the temporary housing needs of evacuees from localized events such as hazardous materials incidents, wildfires and extreme temperature events or when the county is serving as a host county for evacuees from other regions of the state.

In a major disaster, intensive, long-term mass care assistance will be required. This will require support from agencies / organizations outside the county.

2.0 – Concept of Operations

2.1 – General

As lead agency for ESF # 6, the CACARC has the responsibility of coordinating with other agencies / organizations to ensure non-tropical event and host sheltering operations are effectively managed and the needs of the county's residents are met.

2.2 – Organization

The CACARC will provide staff to coordinate this activity from the county EOC². Coordination responsibilities include but are not limited to:

- Establishing, staffing, managing and maintaining non-tropical event and host shelter operations.

Supporting agencies will operate under the overall coordination of the CACARC but will follow their own standard operating guidelines.

This activity is part of the Operations Section of the county's EOC. The county's EOC utilizes the ICS³ structure during all activations.

2.3 – Primary Activities

2.3.1 – Shelters – General Population

¹ American Red Cross

² Emergency Operations Center

³ Incident Command System



Authorization to Open a Shelter

The FCEMD Director or designee is responsible for making the decision to open a shelter in the county.

Host Shelter Locations

The CACARC has identified 14 host shelters throughout the county, located from Apalachicola to Lanark Village. These shelters have a host capacity of:

- 2,410 evacuees based on 20 square feet per shelter resident. – Short term operations.
- 1,200 evacuees based on 40 square feet per shelter resident. – Long term shelter operations.

Host Shelter Management

The CACARC will be responsible for management of host shelters.

FCSO, APD and CPD will be responsible for providing security at host shelters if necessary.

2.3.2 – Shelters – Special Needs Population

Registration

The FCEMD is responsible for registering the county's special needs population to ensure that they are provided the attention they require during disasters.

Coordination

The evacuation of the county's special needs population to a non-tropical event shelter must be coordinated with the FCHD. The FCHD in cooperation with the CACARC will identify a suitable location to establish a Special Needs Shelter within the county at the time of the event.

Transportation

Croom's⁴ and Weems⁵ are responsible for assisting in the evacuation of special medical needs individuals who are ambulatory or non-ambulatory to a Special Needs Shelter within the county and returning the individual to their resident after the threat has past.

Shelter Management

⁴ Croom's Transportation Inc

⁵ George E Weems Memorial Hospital EMS



The FCHD is responsible for managing the Special Needs Shelter if one is opened in the county.

3.0 – Responsibilities – Lead and Support Agencies

3.1 – Lead Agency

Capital Area Chapter of the American Red Cross – Is responsible for the operation and management of any host or non-tropical event general population shelters in the county.

3.2 – Support Agencies

Apalachicola Police Department – Is responsible for providing security on an as needed basis for shelters operated in within their jurisdiction.

Carrabelle Police Department – Is responsible for providing security on an as needed basis for shelters operated in within their jurisdiction.

Franklin County Emergency Management Department – Is responsible for providing whatever assistance is needed by the CACARC to open and manage host and non-tropical event shelters in the county.

Franklin County Health Department – Is responsible for operating and staffing a Special Needs Shelter if one is opened within the county.

Franklin County School District – Is responsible for making schools available to the county for shelters, for providing kitchen staff when needed for food preparation and for providing maintenance staff when needed to ensure the safety and cleanliness of the facility.

Franklin County Sheriff's Office – Is responsible for providing security on an as needed basis for shelters operated in the county.

