

## **ESF 6 - Mass Care, Housing and Human Services**

### **Coordinating Agency:**

Harvey County Health Department

### **Primary Agency:**

Harvey County Health Department

### **Support Agencies:**

American Red Cross

City of Burrton

City of Halstead

City of Hesston

City of Newton

City of North Newton

City of Sedgwick

City of Walton

Harvey County Emergency Management

Kansas Department for Children and Families

Kansas Department of Health and Environment

Kansas Department of Health and Environment, Division of Environment

Kansas Department of Social and Rehabilitation Services

Newton Medical Center

SC Kansas Regional VOAD

State Animal Response Team (SART)

The Salvation Army

United Way of the Plains

### **I. Purpose and Scope**

#### **A. Purpose**

1. The purpose of ESF 6 is to coordinate the emergency provision of temporary shelters, emergency mass feeding, and the bulk distribution of coordinated relief supplies for victims of a disaster and disaster workers.

#### **B. Scope**

1. ESF 6 promotes the delivery of services and the implementation of programs to assist individuals, households and families impacted by disaster/emergencies.
2. ESF 6 includes four primary functions: mass care, emergency assistance, housing, and human services.
  - a. Mass care involves the coordination of non-medical mass care services to include sheltering of disaster survivors and household pets, organizing feeding operations, providing emergency first aid at designated sites,

collecting and providing information on disaster survivors to family members, and coordinating bulk distribution of emergency relief items;

- b. Emergency assistance includes functions of evacuation support in conjunction with ESF 1 and ESF 9, reunification of families, vulnerable needs support, sheltering of disaster survivors and household pets, and overall shelter management.
- c. Housing involves the provision of assistance for short- and long-term housing needs of disaster survivors; and
- d. Human Services includes providing disaster survivor-related recovery efforts such as emotional support and identifying supports for persons with vulnerable needs.

## **II. Concept of Operations**

### **A. General**

1. ESF 6 is organized consistent with the Harvey County EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Harvey County through the Harvey County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Harvey County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 6 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 6 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.
4. ESF 6 will coordinate with ESF 8 to address the requirements of persons with vulnerable needs, including their sheltering requirements.
5. Sheltering less than and more than 48 hours within this jurisdiction are operated under the management of the American Red Cross. ARC identifies potential shelters, performs an evaluation and, if all standards are met, signs an agreement with the sponsoring entity. The ARC will open shelters and operate them with their trained shelter managers and volunteers from ARC and other organizations as needed. The ARC will assess the special needs that may occur at each shelter area. Once it has been established that additional shelters and/or special assistance is needed, the ARC will work closely with the EOC to request additional support agencies as needed. The ARC, in conjunction with information received by the EOC, will determine the length of time each shelter needs to

remain open to serve displaced persons. Shelters having a signed agreement with ARC have met all state and federal standards regarding shelter accessibility. Volunteers staffing the shelters will have basic training regarding first aid and special needs. Services beyond the scope of the volunteers will be called into play through a request made by the ARC to the EOC. The HarveyCounty Health Department will provide supervision of all care beyond basic needs and arrange for appropriate placement of the individuals in need. The American Red Cross has policies in place to address many of the issues that arise from displaced persons seeking shelter. If an unaccompanied minor is identified and efforts to locate family members fail, law enforcement will be notified. Law Enforcement will then contact the Department of Children and Families whose responsibility it will be to find placement for the minor. When the ARC certifies a shelter to be placed into service, they note the capabilities of each shelter to determine the number of people it will hold and its accessibility. The ARC, as shelter managers, is trained and prepared for the needs of any individual seeking shelter. In conjunction with the EOC, they have the ability to draw upon assistance from other agencies in the area. (ex. HarveyCounty Health Department, Council on Aging, County Developmental Disability Organization). The ARC has certified and has access to a number of shelters within Harvey County. Those pre-identified shelters are listed on the ARC's National Shelter System website (<https://nss.communityos.org/>).

6. The Harvey County VOAD and the South Central Kansas VOAD will work in conjunction with the local Housing Authority and Kansas Mid-Cap programs to identify available Section 8 housing for qualifying individuals. This process will begin once the ARC has conferred with the EOC to determine the status of the local recovery effort.
7. The Salvation Army and ARC, along with other county VOAD volunteer groups, will identify feeding needs and address the issue of feeding stations and food delivery. In addition, the County may contract with local private food providers to supplement feeding operations for those affected by the disaster. The Harvey County Health Department will assist in securing resources for general inspections of all feeding stations. The residential group homes, assisted living and nursing homes, etc. have plans in place to assure adequate delivery of supplies and staffing. The Salvation Army and other volunteer groups will work with the Harvey County EOC to identify individuals and families with special needs so they can provide delivery of supplies and services. The ARC, along with the Salvation Army and other volunteer organizations will set up distribution centers for the delivery of emergency relief items. The ARC and Salvation Army, along with other volunteer agencies, will continue to provide essential care to citizens in the affected area. The Harvey County Animal Response Team, with assistance from the Kansas State Animal Response Team, will provide shelter and care for dislocated animals. Service animals are allowed in shelters and necessary supplies/support will be arranged as needed.
8. At the time of certification, the ARC will determine if the shelter meets ADA standards. ARC shelters may not be able to accommodate vulnerable populations, especially at the beginning of a disaster. With this in mind, those responsible for vulnerable populations should be prepared to activate their own emergency shelter plans. The ARC is responsible for first aid level of care only.

Identification of vulnerable needs population can be obtained through a priority list maintained by the cities (if applicable) and/or the United Way registry. Each long term care facility should have their own emergency shelter plan. Assistance and oversight can be given by the Harvey County Health Department as well as other volunteer organizations. It is the responsibility of registered sex offenders, parolees and other individuals required to report to any level of law enforcement to provide self-identification in regards to their status. Shelter managers will follow ARC guidelines to contact the proper authorities regarding the location of those listed above. It will be the responsibility of law enforcement to determine if the placement is appropriate or if the individual will need to be relocated to a more secure setting. The Harvey County Sheriff's Department and the Kansas Department of Corrections will be responsible for the institutionalized population.

9. The ARC will keep records on the number of shelters, shelter residents, etc. through the capabilities of the Crisis Information Management System (CIMS) to document all ESF6 sheltering activities. The ARC will operate a Disaster Welfare Information (DWI) system to report on victim statuses and assist with family reunification. Information regarding individuals residing in the affected area will be collected and provided to authorities and immediate family members. Volunteers will check in with the United Way 211 for assignments. Volunteers associated with an organization will report to their coordinator. Hours/activities will be recorded and reported to the EOC through the agency liaison. Every effort will be made to provide crisis counseling services to people affected by the disaster. Trained mental health counselors are available through Harvey County Mental Health and Counseling Center. Numerous volunteer organizations also have the ability to provide both faith-based and non-faith based disaster counseling services.
10. In the event of a disaster with the potential for contaminated victims who may be seeking shelter, a hazardous materials team, the City-County Health Department or Emergency Medical Personnel, or other appropriately trained county or city representatives will be sent to the shelter to screen evacuees. Those found to be contaminated will be isolated in a separate holding area until properly decontaminated or transported elsewhere for decontamination and/or treatment. Area hospitals have the ability to establish a decontamination area for affected individuals. After decontamination, if sheltering is necessary, they will be directed/taken to an appropriate shelter set up for them.
11. Animal sheltering
  - a. Harvey County has a County Animal Response Team working on identifying resources, including area veterinarians, around the county to identify, shelter, and feed both large and small animals. A significant animal population in the county is comprised of pets. Pet ownership corresponds, for the most part, with general population density. An approximately number of companion animals in Harvey County can be estimated by utilizing a system developed by the American Veterinary Medical Association Pet Ownership and Demo Sourcebook: by multiplying the number of households (13,500 per 2010 census figures) by a table provided in the AVMA book, the number of companion animals in Harvey County are roughly:

Dogs - 7,057  
Cats-7,900  
Birds- 1,665

It has been determined by HCART that in this rural area there will be very few pet owners seeking shelter for their pets as they will be likely to seek shelter with family and friends outside of the affected area. Area veterinarians have been contacted, as well as the county humane society, to shelter any pets that need to be housed.

Once HCART has been activated by Harvey County Emergency Management, they will begin to perform the tasks assigned and practiced. Those participating in active search and rescue of animals will know which pre-selected shelter will be appropriate for the animals they have collected and deliver them there. Team members are trained to follow policies and procedures set forth in the KSSART Operations Manual.

b) The proposed shelters for animals have already met standard guidelines. HCART members will be available to assist with the identification/registration, feeding, care and treatment of animals brought to a shelter location. The pre-identified animal shelters are currently either a boarding facility, veterinary facility or the Humane Society, therefore utility provisions are already in place and covered by their emergency plan. Household pets, other than service animals, are not allowed at any of the identified shelters. If supplies (crates, food, water, etc.) are needed for the specialty animals, HCART will provide that assistance. At this time, the care of service animals will be the responsibility of the owner. Additional assistance and supplies can be provided by HCART volunteers. No additional security will be provided other than normal security measures for the approved shelter. Since household pets will be not be sheltered in an approved ARC shelter, they will be sheltered at pre-identified off-site areas noted above. Therefore, pet confinement, safety, cleanliness, noise level controls, pet waste and animal disposal will be handled by each facility per their plan.

c) As stated above, household pets other than service animals will not be housed in shelters provided and run by the ARC. Pets will be housed with HCART, the humane society or a local animal hospital. HCART members and the facility operators will treat and or segregate the animals depending upon condition and need.

d) Animals in the shelter will be identified and tagged for owners when possible. They will be cared for at the facility until claimed. If left unclaimed, the facility will process the animals in the usual manner after a determined amount of time. Records, as accurate as possible, will be kept on each animal. Through public information programs, owners have been asked to have all vaccination records available on their pets. Those animals not having proper information will be kept in a separate area until their status can be determined.

Animals will be provided documentation to verify identity at the time they are brought into the shelter. Owners bringing the animal to the shelter will also have identifying information regarding their pet. They will present identifying information to claim their pet once they are able to care for them again.

Pets that are housed at the shelter that were not dropped off by their owner will be treated like a stray. Owners will need to provide vet information for the housed animal to identify ownership.

12. Cohabitation shelter (if applicable) Currently, there no pre-identified cohabitation shelters in Harvey County. HCART will work towards identifying these types of shelters in the future.

## B. Direction and Control

1. The ESF 6 Coordinating Agency is Harvey County Health Department which is appointed by the Harvey County Emergency Management , in coordination with local planning partners. The staff serving as ESF 6 Coordinator is appointed by and located in the Harvey County Health Department . When ESF 6 support is necessary, the ESF 6 Coordinator coordinates all aspects of ESF 6.
2. ESF 6 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Harvey County Emergency Management , which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Harvey County.
3. The ESF 6 may operate at two levels: 1) Harvey County EOC; and 2) Field operations
4. During emergency activations, all management decisions regarding sheltering, housing and human services for Harvey County are made at the Harvey County EOC by the ESF 6 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Harvey County EOC to assist the commander in carrying out the overall mission.
5. In accordance with a mission assignment from ESF 6, and further mission tasking by a local primary agency, each support organization assisting ESF 4 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF 6. Mission operational control may be delegated to the field by the Harvey County EOC.

## C. Organization

1. County
  - a. During an activation of the Harvey County EOC, support agency staff is integrated with the Harvey County Health Department staff to provide

support that will allow for an appropriate, coordinated and timely response.

- b. During an emergency or disaster event, the Harvey County EOC Operations Section Chief will coordinate resource support with the Human Services Branch Chief.
- c. During the response phase, ESF 6 will evaluate and analyze information regarding mass care, mass feeding and bulk distribution of relief supplies. Also, ESF 6 will develop and update assessments of the mass care services status in the impact area and undertake contingency planning to meet anticipate demands and needs.
- d. The Harvey County Health Department develops and maintains ESF 6 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Harvey County Emergency Operations Plan.

## 2. State of Kansas

- a. During an activation of the State of Kansas EOC, the Kansas Department of Children and Families (SRS) is the designated lead agency for State mass care services and will provide a liaison to facilitate requests for mass care service resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of ESF 6 at the State of Kansas EOC will report to the Human Services Branch Chief who reports to the Response Section Chief under the overall direction of the SEOC Manager.
- c. During the response phase, ESF 6 will evaluate and analyze information regarding mass care service needs requests. Also, ESF 6 will develop and update assessments of the mass care services situation and status in the impact area and undertake contingency planning to meet anticipated demands and needs.
- d. The Kansas Department of Children and Families (SRS) develops and maintains ESF 6 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Harvey County Emergency Operations Plan.

D. Alerts and Notifications

1. The Harvey County Health Department and/or Harvey County Emergency Management will notify the County Warning Point (Harvey County EOC) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Harvey County EOC), will notify the “on call” Emergency Duty Officer and/or ESF Coordinator for ESF 6 when Harvey County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 6 will be activated or placed on standby upon notification by the Harvey County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 6. If additional support is required, the ESF 6 coordinating and primary agencies may jointly manage ESF 6 activities.
4. Upon instructions to activate or placement of ESF 6 on standby, Harvey County Health Department will implement procedures to notify all ESF 6 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

<b>Overall Actions Assigned to All Members</b>	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in training, drills, and exercises

<b>Overall Actions Assigned to All Members</b>	
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.

III. Responsibilities

- A. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

<b>Coordinating: Harvey County Health Department</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i></b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-6 tasks.
2	Identify responsibilities for liaison roles with state and adjacent county officials.



3	Develop standard operating guides and checklists to support ESF-6 activities.
4	Collect, process, and disseminate information to and from the EOC.
5	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
6	Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit.
7	Identify, inspect and establish locations for the use of suitable shelter facilities.
8	Establish pre-designated shelters that are in compliance with FEMA and ADA requirements. In the absence of available ADA compliant shelters, establish procedures to offer reasonable accommodations to vulnerable needs citizens.
9	Establish the criteria for how shelters will be selected and operated (kitchen, restrooms, showers, size, parking, etc.).
10	Identify how county will sustain shelter operations for less than 72 hours and greater than 72 hours.
11	Identify resources to be used for sanitation of shelters.
12	Coordinate with ESF-13 to identify the process of handling parolees, registered sex offenders, and other individuals with legal reporting requirements.
<b>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Designate personnel to coordinate ESF-6 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-6 and EOC or incident command.
3	Establish and staff reception centers while waiting for shelters to open.
4	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF6.
5	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.
6	Identify and establish protocol to provide reasonable accommodations for vulnerable needs populations in the absence of ADA compliant shelter.
7	Identify procedures for handling and providing for unaccompanied minors in shelters.
8	Coordinate with ESF-13 to provide security at shelters.
9	Coordinate with ESF-15, EOC, and Incident Command to provide information regarding the disaster to evacuees and the public.
10	Coordinate with ESF 14 to identify short term and long term housing resources.
11	Coordinate with the EOC, ESF partners, and private sector to provide meals and necessary supplies to shelter residents and staff.
<b>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-6 Annex to correct shortfalls and improve future response activities.
4	Participate in after action meetings and prepare after action reports as requested.
5	Form a long-term recovery assistance team to help identify current assistance to individuals and families, and identify any unmet needs.
<b>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Participate in the hazard identification process and identify and correct vulnerabilities
2	Provide ESF-6 representative for update of mitigation plan.

<b>Primary: Harvey County Health Department</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i></b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-6 tasks.
2	Identify responsibilities for liaison roles with state and adjacent county officials.
3	Develop standard operating guides and checklists to support ESF-6 activities.
4	Collect, process, and disseminate information to and from the EOC.
5	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
6	Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit.
7	Identify, inspect and establish locations for the use of suitable shelter facilities.
8	Establish pre-designated shelters that are in compliance with FEMA and ADA requirements. In the absence of available ADA compliant shelters, establish procedures to offer reasonable accommodations to vulnerable needs citizens.
9	Establish the criteria for how shelters will be selected and operated (kitchen, restrooms, showers, size, parking, etc.).
10	Identify how county will sustain shelter operations for less than 72 hours and greater than 72 hours.
11	Identify resources to be used for sanitation of shelters.
12	Coordinate with ESF-13 to identify the process of handling parolees, registered sex offenders, and other individuals with legal reporting requirements.
<b><i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i></b>	
1	Designate personnel to coordinate ESF-6 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-6 and EOC or incident command.
3	Establish and staff reception centers while waiting for shelters to open.
4	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF6.
5	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.
6	Identify and establish protocol to provide reasonable accommodations for vulnerable needs populations in the absence of ADA compliant shelter.
7	Identify procedures for handling and providing for unaccompanied minors in shelters.
8	Coordinate with ESF-13 to provide security at shelters.
9	Coordinate with ESF-15, EOC, and Incident Command to provide information regarding the disaster to evacuees and the public.
10	Coordinate with ESF 14 to identify short term and long term housing resources.
11	Coordinate with the EOC, ESF partners, and private sector to provide meals and necessary supplies to shelter residents and staff.
<b><i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i></b>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-6 Annex to correct shortfalls and improve future response activities.
4	Participate in after action meetings and prepare after action reports as requested.
5	Form a long-term recovery assistance team to help identify current assistance to individuals and families, and identify any unmet needs.

<b>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Participate in the hazard identification process and identify and correct vulnerabilities
2	Provide ESF-6 representative for update of mitigation plan.

**Supporting: American Red Cross**

<b>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Identify, inspect and establish locations for the use of suitable shelter facilities.
2	Establish pre-designated shelters that are in compliance with FEMA and ADA requirements. In the absence of available ADA compliant shelters, establish procedures to offer reasonable accommodations to vulnerable needs citizens.
3	Establish the criteria for how shelters will be selected and operated (kitchen, restrooms, showers, size, parking, etc.).
4	Identify how county will sustain shelter operations for less than 72 hours and greater than 72 hours.
5	Identify resources to be used for sanitation of shelters.
6	Coordinate with ESF-13 to identify the process of handling parolees, registered sex offenders, and other individuals with legal reporting requirements.
<b>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Establish and staff reception centers while waiting for shelters to open.
2	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF6.
3	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.
4	Identify and establish protocol to provide reasonable accommodations for vulnerable needs populations in the absence of ADA compliant shelter.
5	Identify procedures for handling and providing for unaccompanied minors in shelters.
6	Coordinate with the EOC, ESF partners, and private sector to provide meals and necessary supplies to shelter residents and staff.
<b>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Evaluate response and recommend changes to ESF-6 Annex to correct shortfalls and improve future response activities.
2	Participate in after action meetings and prepare after action reports as requested.
3	Identify long-term housing resources.
<b>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Participate in the hazard identification process and identify and correct vulnerabilities

**Supporting: City of Burrton**

<b>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Collect, process, and disseminate information to and from the EOC.
<b>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Manage the collection, processing, and dissemination of information between ESF-6 and EOC or incident command.
2	Coordinate with ESF-13 to provide security at shelters.

**Supporting: City of Halstead**

<b>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Collect, process, and disseminate information to and from the EOC.

<b>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Manage the collection, processing, and dissemination of information between ESF-6 and EOC or incident command.
2	Coordinate with ESF-13 to provide security at shelters.

<b>Supporting: City of Hesston</b>	
<b>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Collect, process, and disseminate information to and from the EOC.
<b>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Manage the collection, processing, and dissemination of information between ESF-6 and EOC or incident command.
2	Coordinate with ESF-13 to provide security at shelters.

<b>Supporting: City of Newton</b>	
<b>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Collect, process, and disseminate information to and from the EOC.
<b>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Manage the collection, processing, and dissemination of information between ESF-6 and EOC or incident command.
2	Coordinate with ESF-13 to provide security at shelters.

<b>Supporting: City of North Newton</b>	
<b>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Collect, process, and disseminate information to and from the EOC.
<b>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Manage the collection, processing, and dissemination of information between ESF-6 and EOC or incident command.
2	Coordinate with ESF-13 to provide security at shelters.

<b>Supporting: City of Sedgwick</b>	
<b>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Collect, process, and disseminate information to and from the EOC.
<b>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Manage the collection, processing, and dissemination of information between ESF-6 and EOC or incident command.
2	Coordinate with ESF-13 to provide security at shelters.

<b>Supporting: City of Walton</b>	
<b>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Collect, process, and disseminate information to and from the EOC.
<b>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Manage the collection, processing, and dissemination of information between ESF-6 and EOC or incident command.
2	Coordinate with ESF-13 to provide security at shelters.

<b>Supporting: Harvey County Emergency Management</b>	
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<b>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-6 tasks.
2	Identify who is responsible for initial notification of ESF-6 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county officials.
4	Develop standard operating guides and checklists to support ESF-6 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
6	Collect, process, and disseminate information to and from the EOC.
7	Develop and maintain ESF-6 Annex.
8	Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit.
9	Identify, inspect and establish locations for the use of suitable shelter facilities.
10	Establish pre-designated shelters that are in compliance with FEMA and ADA requirements. In the absence of available ADA compliant shelters, establish procedures to offer reasonable accommodations to vulnerable needs citizens.
11	Establish the criteria for how shelters will be selected and operated (kitchen, restrooms, showers, size, parking, etc.).
12	Identify how county will sustain shelter operations for less than 72 hours and greater than 72 hours.
13	Identify resources to be used for sanitation of shelters.
14	Coordinate with ESF-13 to identify the process of handling parolees, registered sex offenders, and other individuals with legal reporting requirements.
<b>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Designate personnel to coordinate ESF-6 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-6 and EOC or incident command.
3	Provide field support for emergency responders at the scene.
4	Establish and staff reception centers while waiting for shelters to open.
5	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF6.
6	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.
7	Identify and establish protocol to provide reasonable accommodations for vulnerable needs populations in the absence of ADA compliant shelter.
8	Identify procedures for handling and providing for unaccompanied minors in shelters.
9	Coordinate with ESF-13 to provide security at shelters.
10	Coordinate with ESF-15, EOC, and Incident Command to provide information regarding the disaster to evacuees and the public.
11	Coordinate with ESF 14 to identify short term and long term housing resources.
12	Coordinate with the EOC, ESF partners, and private sector to provide meals and necessary supplies to shelter residents and staff.
<b>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-6 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.

5	Participate in after action meetings and prepare after action reports as requested.
6	Provide public information regarding safe re-entry to damaged areas.
7	Identify long-term housing resources.
8	Form a long-term recovery assistance team to help identify current assistance to individuals and families, and identify any unmet needs.
<b>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Participate in the hazard identification process and identify and correct vulnerabilities
2	Provide ESF-6 representative for update of mitigation plan.

<b>Supporting: Kansas Department of Health and Environment</b>	
<b>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.

<b>Supporting: The Salvation Army</b>	
<b>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF6.
2	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.
3	Coordinate with the EOC, ESF partners, and private sector to provide meals and necessary supplies to shelter residents and staff.
<b>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Evaluate response and recommend changes to ESF-6 Annex to correct shortfalls and improve future response activities.
2	Participate in after action meetings and prepare after action reports as requested.
3	Identify long-term housing resources.
<b>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Participate in the hazard identification process and identify and correct vulnerabilities

<b>Burrton CFD #5</b>	
<b>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).

<b>Halstead Fire/EMS Department</b>	
<b>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).

<b>Harvey County Administration</b>	
<b>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Coordinate with ESF-15, EOC, and Incident Command to provide information regarding the disaster to evacuees and the public.
2	Coordinate with ESF 14 to identify short term and long term housing resources.
<b>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</b>	
1	Provide documentation for possible financial reimbursement process for recovery activities.
2	Provide public information regarding safe re-entry to damaged areas.

3	Form a long-term recovery assistance team to help identify current assistance to individuals and families, and identify any unmet needs.
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<b>Harvey County Board of County Commissioners</b>	
<b><i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i></b>	
1	Coordinate with ESF 14 to identify short term and long term housing resources.
<b><i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i></b>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Form a long-term recovery assistance team to help identify current assistance to individuals and families, and identify any unmet needs.

<b>Harvey County Communications</b>	
<b><i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i></b>	
1	Provide field support for emergency responders at the scene.

<b>Harvey County Counselor</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i></b>	
1	Coordinate with ESF-13 to identify the process of handling parolees, registered sex offenders, and other individuals with legal reporting requirements.

<b>Harvey County Department of Aging</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i></b>	
1	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
<b><i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i></b>	
1	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

<b>Harvey County Fire District #1</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i></b>	
1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).

<b>Harvey County Sheriff Office/Detention Center</b>	
<b><i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i></b>	
1	Coordinate with ESF-13 to provide security at shelters.

<b>Hesston Fire/EMS Department</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i></b>	
1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).

<b>Kansas Division of Emergency Management</b>	
<b><i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i></b>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Form a long-term recovery assistance team to help identify current assistance to individuals

and families, and identify any unmet needs.

**Newton Fire/EMS Department**

***Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services***

1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
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**Sedgwick Fire/EMS Department**

***Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services***

1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
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**IV. Financial Management**

- A. ESF 6 is responsible for coordinating with Harvey County Administration to manage ESF 6 expenses relevant to an event.
- B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.
- C. Expenditures by support entities will be documented by those entities and submitted directly to the Harvey County Administration or a designated Finance Service officer as soon as possible.

**V. References and Authorities**

**REFERENCES**

**AUTHORITIES**



