



This document outlines the planning and organizational responsibilities of the Mass Care and Shelter (ESF #6) coordinating agencies for the Yolo Operational Area

Mass Care & Shelter Annex

An Annex to County of Yolo
Emergency Operations Plan

Version 2.0

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ACKNOWLEDGMENTS

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PROMULGATION

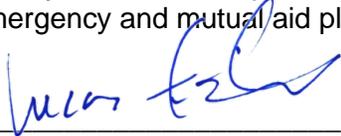
This Emergency Support Function Annex to the County of Yolo Emergency Operations Plan describes how Yolo County will manage an emergency incident or disaster mitigation, preparedness, response, and restoration related to this Emergency Support Function. All primary and support agencies identified as having assigned responsibilities in this emergency support function shall perform the emergency tasks described, including preparing and maintaining standard operating guidelines and procedures and carrying out the training, exercises, and maintenance needed to support the plan.

This Emergency Support Function plan was developed using the Comprehensive Planning Guide 101 version 3 from the Federal Emergency Management Agency and California's emergency planning guidance documents. Adoption will occur following the established maintenance schedule; however, the plan may be modified in the interim without prior approval and formal adoption under the direction of the Director of Emergency Operations. The revised plan will be relayed digitally to all Primary and Support agencies with assigned responsibilities in this Emergency Support Function. The Primary designated agency will coordinate the review and update of the plan with the Support agencies as needed at least every three years. This Emergency Support Function plan supersedes any previous versions.

This Emergency Support Function Annex applies to Primary and Support agencies within Yolo County who are assigned responsibilities in *Section 4.5 Responsibilities by Emergency Support Function* of the All-Hazard Emergency Operations Plan and identified within the Emergency Support Function Annex.

This plan replaces previous annexes of the same or similar title.

The County of Yolo Board of Supervisors chairperson will formally promulgate this annex. The County Ordinance empowers the County Board of Supervisors to review and approve emergency and mutual aid plans.



Lucas Frerichs

9/10/2024

Date:

Chair of the Board of Supervisors

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SECTION 1.0: EXECUTIVE SUMMARY

This annex defines the role of the Health and Human Services Agency (HHS) in providing care and shelter. In Yolo County, mass care services may be provided by a combination of any one of the following agencies: County of Yolo, local governments and/or faith-based organizations. This annex addresses the following areas:

- Identifies options for providing mass care and shelter services to those impacted during a disaster.
- Identifies the roles and responsibilities of each partner agency involved in care and shelter operations.
- Provides guidance regarding possible resources for meeting the needs of people with disabilities and other access and functional needs.

SECTION 2.0: GENERAL

2.1 INTRODUCTION

Mass care and shelter provide relief to people temporarily displaced by natural, technological or human-caused emergencies or disasters. This annex outlines the Yolo County Operational Area's (OA) planned response for mass care and shelter associated with large-scale disasters. This annex includes information regarding general mass care and shelter, which includes providing for individuals with disabilities and others with access and functional needs, as well as feeding and human services. This annex intends to create a framework for a mass care and shelter event within existing statutory obligations and limitations. This annex does not apply to normal day-to-day operations but focuses on large-scale, catastrophic events that can generate unique situations.

2.2 PURPOSE

This annex defines the framework for how the Yolo County OA will address the sheltering, feeding, and human service needs of disaster victims.

2.3 SCOPE

The Mass Care and Shelter Operations Annex details the organization, responsibilities, and concept of operations for response and recovery functions during a potential, imminent, or declared emergency. It provides a structure in which to direct, manage, and control the following activities effectively:

- Mass Care: providing shelter, feeding, and bulk distribution of needed items and related services to persons affected by a large-scale incident.

- Human Services: providing basic supplemental services to support the personal and/or immediate recovery needs of individuals affected by the disaster. Attention is focused on more vulnerable persons, who, because of age, health, disability, language, or medical condition, may need additional assistance to benefit from the mass care services described above. Effective service delivery requires coordination with non-governmental organizations.

The Yolo County OA model for shelter operations is integrated and inclusive. The county will use ADA-compliant shelter facilities, which can be made compliant through modification, and showers and restrooms will be fully accessible to all occupants. Additionally, as part of shelter operations, the County of Yolo will address the needs of individuals with disabilities and others with access and functional needs, which includes individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutionalized settings, or those who are low-income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.

Following a large-scale disaster event there will be a transition from mass care emergency services identified above to longer term recovery services and programs. This “recovery support” includes both government assistance and the more sustainable (i.e., ongoing) efforts that evolve from community and faith-based organizations.

This annex aligns with federal Emergency Support Function #6 – Mass Care, Emergency Assistance, Temporary Housing and Human Services (ESF #6) and with the State of California Emergency Plan Emergency Function 6 (EF 6) – Care and Shelter. Some aspects of ESF #6 and EF 6 are not included in this annex, including emergency assistance and temporary housing.

2.4 Whole Community Approach

The Yolo Operational Area is committed to achieving and fostering an emergency management system that uses a Whole Community Approach and fully includes individual needs and circumstances. Refer to the Emergency Operations Plan for further details on the Whole Community Approach to emergency management and the integration of inclusive emergency management practices.

SECTION 3.0: AUTHORITIES AND REFERENCES

3.1 FEDERAL

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended
- Post-Katrina Emergency Management Reform Act of 2006
- Pets Evacuation and Transportation Standards Act of 2006
- Americans With Disabilities Act of 1990, as amended
- Rehabilitation Act of 1973, as amended
- National Response Framework, 2016
- National Incident Management System (NIMS)
- Guidance on Planning for Integration

3.2 STATE

- California Emergency Services Act, California Government Code § 8550-8668
- Health and Safety Code § 34070
- Standardized Emergency Management System (SEMS)
- California Government Code § 8593.3 (2016) – Accessibility to Emergency Information and Services

SECTION 4.0: ASSUMPTIONS

- The County of Yolo Health and Human Services Agency (HHSA) is the primary agency responsibility for overall coordination of shelter operations in the OA. This includes site selection, shelter opening and closing, and managing available resources for shelter sites. It also includes communicating and coordinating with site managers and monitoring service delivery to ensure that shelters are providing a safe environment for displaced residents that meets both their basic and functional needs.
- The Director of HHSA will appoint a Care and Shelter Branch Coordinator to coordinate care and shelter activities in the OA Emergency Operations Center (EOC).
- The American Red Cross (ARC) may also serve as a supporting organization for operating care and shelter facilities in coordination with the County and cities.
- The County HHSA serves as the lead organization for developing potential shelter sites within the OA. The County of Yolo and cities have generally adopted ARC sheltering principles and practices as the standard for all shelter operations within the OA, regardless of whether the shelter is operated by the ARC, County, or a city. To augment

ARC capabilities, the County of Yolo and many cities within the OA train employees and volunteers to manage and operate shelters.

- Licensed care facilities, including, but not limited to, Skilled Nursing Facilities (SNFs), Residential Care Facilities for the Elderly (RCFEs), and Adult Residential Facilities, must develop plans to relocate their clients to like-facilities that can provide a similar level of care.
- It is anticipated that approximately 5% of an evacuated population may seek shelter at a mass care facility. The majority of evacuees will stay with friends/family, move out of the area, or stay in hotels.
- Evacuees in shelters will be provided with public information concerning the disaster through multiple modalities.
- A percentage of those seeking shelter may need transportation from impact areas to care and shelter facilities. Some may also need transportation to and from medical appointments, to pick up medications, or from one shelter to another.
- Medically fragile persons are best sheltered at medical facilities that can support medically fragile persons and their caregivers. Nevertheless, medically fragile persons may present at a general population shelter and will need care until they can be safely transferred to an appropriate facility.
- Generally, service delivery sites (shelters, fixed feeding sites, etc.) will meet ADA guidelines. Temporary modifications may be necessary to meet these guidelines.
- Yolo County OA shelter planning and procedures account for the needs of individuals with disabilities and others with access and functional needs.
- In many cases, temporary evacuation points (TEP), as opposed to shelters, will be sufficient. Temporary evacuation points may provide information and canteen services, but do not provide overnight accommodations, thus requiring significantly less staffing and resources.
- In a case where local shelter capacity is insufficient, the OA EOC will coordinate with the State Department of Social Services (DSS) concerning the coordination of sufficient shelter locations for evacuees and will make efforts to ensure jurisdictions receiving evacuees from an impacted area agree to accept these individuals prior to evacuation. Coordination regarding any federal support will be through the OA and the State.
- Yolo County individuals may choose to camp-out, sleep in cars, or stay close to their property, rather than go to an emergency shelter. These individuals may still have needs and expectations for disaster assistance from the government.
- In the immediate days after a major disaster, neighborhood organizations and houses of worship may emerge to provide care and shelter support independent of local government. The challenge will be in coordinating and supporting their activities.

- In most emergencies, shelters will generally not operate for more than a week. However, in a catastrophic disaster, it is likely that long-term mass care and sheltering will be required until rental assistance and temporary housing resources become available. In that case, the OA EOC Care and Shelter Branch must work with local, state, and federal partners to transition from emergency sheltering to long-term sheltering. At times, non-congregate sheltering, including accessibility for individuals with disabilities and others with access and functional needs, may be provided for longer timeframes, such as where longer quarantine periods are required in the context of a communicable disease.

SECTION 5.0: ROLES AND RESPONSIBILITIES

The County of Yolo Health and Human Services Agency (HHSA) is the lead agency responsible for overall coordination of shelter operations in the OA. HHSA is responsible for coordinating shelter operations to:

- Identify mass care and shelter assets and services employed during a disaster.
- Resolve problems or gaps that may surface related to mass care and shelter operations and activities.

During a disaster, personnel from HHSA will serve as the Care and Shelter Branch Coordinator. The Coordinator gathers mass care and shelter information and coordinates efforts to provide sufficient support. Support in this effort comes from the cities and other non-profit and community-based organizations, such as the ARC.

The Care and Shelter Branch also processes requests from local governments for mass care and shelter assistance and coordinates potential response actions of agencies and organizations. As the primary agency responsible for coordinating mass care and shelter activities, HHSA will assist in the coordination in the following areas as warranted:

- On-site assistance to disaster workers and displaced individuals
- Behavioral health services
- Individual and mass feeding
- Health services
- Provision of and operation of emergency shelter facilities

5.1 YOLO COUNTY OFFICE OF EMERGENCY SERVICES

OES coordinates care and shelter planning activities with Yolo County HHSA, cities, and the regional Care and Shelter Working Group. In an imminent or actual disaster, OES identifies the need for mass care services, requests assistance from supporting agencies, and coordinates resource requests.

5.2 YOLO COUNTY PUBLIC HEALTH

Public Health Services (PHS) is responsible for preparing for, responding to, and assisting in recovery activities to meet the disaster-related health needs of individuals and communities. The primary role of Public Health Nurses (PHNs) in emergency shelters is to:

- Prevent the spread of communicable diseases and disaster-related illnesses within the shelter.
- Conduct basic health screenings and provide physical health support.
- Assist with replacing medication, durable medical equipment, and consumable medical supplies.

- Monitor environmental health conditions.
- Assist individuals with activities of daily living and coordinate personal assistance services (PAS).
- Assist individuals with environmental sensitivities and dietary restrictions.
- Leverage partner resources.

County PHNs will operate the Health Services function within a County-operated shelter. Affected cities and County can request PHN assistance at emergency shelters under their operational control. Additionally, the Public Health Officer can activate the Disaster Health Care (DHC). DHC volunteers are licensed health professionals who can also provide medical support within shelters. Public Health Services is also responsible for identifying and training personnel.

5.3 YOLO COUNTY BEHAVIORAL HEALTH

Crisis counseling resources are typically needed following a disaster. Behavioral Health Services will assign licensed professionals to shelter facilities and service delivery sites to provide behavioral health services. They will also coordinate resources for the continuation of care and treatment of current clients within the Mental Health System that are impacted by disaster.

County Behavioral Health Services personnel will operate the Behavioral Health Services function within a County-operated shelter. Affected cities, County and the ARC can request County Behavioral Health Services assistance at emergency shelters under their operational control. Additionally, Behavioral Health Services is responsible for identifying and training personnel.

5.4 YOLO COUNTY SERVICE CENTERS

The Service Centers branch of the Health and Human Services Agency is responsible for appointing individuals to serve as the County Shelter Team Unit Leader in the OA EOC. When the County Shelter Team is activated during a response, this position is responsible for coordinating all activities of the County Shelter Team, including the assignment and dispatch of members, managing information flow between the EOC and shelter, and supporting operational needs.

5.5 YOLO COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH

The Department of Environmental Health monitors shelters and other service delivery sites for proper health standards. They perform inspections with regard to food handling, medical and human waste disposal, sanitation, vector control, and other related functions. They are also responsible for determining the water supply's safety and potable water's safe use. They will work with the onsite shelter team to identify, control, and eradicate harmful conditions in the environment.

5.6 YOLO COUNTY ANIMAL SERVICES

County Animal Services coordinates with the OA Care and Shelter Branch to facilitate the care and sheltering of household pets during a response. The ideal location for a household pet shelter is near or in close proximity to the public shelter. Animal Services will assist with missing and/or misplaced pets, stray animals, injured stray animals, and reunification of owners with their pets. They will also provide referrals to evacuees for animal services and resources, including, but not limited to evacuation assistance, animal care supplies, and veterinary services.

5.7 AMERICAN RED CROSS (ARC)

In the case of sheltering, the ARC may serve as a partner with local government in helping to fulfill government's legal responsibility to provide care and shelter for residents in times of disaster. The partnership between the ARC, County of Yolo, and cities requires cooperative efforts during the preparedness phase to clarify roles and responsibilities.

The County and ARC's ongoing preparedness activities include identifying and surveying shelter facilities. In coordination with local jurisdictions, they work with school districts, houses of worship, community-based organizations, hotel room providers, and government agencies to compile and maintain an up-to-date list of designated shelter locations. They ensure that agreements are in place with designated shelter sites to clarify terms of use. The ARC also trains volunteers and professional education on shelter operations and disaster preparedness education.

During an emergency event, the ARC provides staff and resources for the following:

- Emergency sheltering
- Fixed and mobile feeding
- Health services Mental health support, crisis counseling, and spiritual care
- Disaster welfare inquiry support
- Direct client assistance for qualified individuals/families
- Family reunification
- Bulk distribution

Liaison for the OA EOC

Additionally, the ARC has a Disability Integration Team that focuses on ensuring all emergency shelter residents have equal access to programs and services offered. The ARC also staffs a family reunification program that provides human and technological resources to reconnect individuals as quickly as possible following a disaster or incident. Mechanisms include facilitating communication through available reunification platforms, acting upon urgent requests, including unaccompanied minors and separated children, reestablishing contact with family members who have been separated within the disaster area, and working with partners to resolve reunification-related inquiries.

It is essential to begin preparing for shelter operations in advance. For this reason, the County of Yolo, in coordination with affected cities, will coordinate the personnel supply and pre-identify shelter sites.

5.8 OTHER SUPPORTING AGENCIES

- Yolo County Probation – Security
- School Districts – Facilities, Food, Equipment, Supplies
- Private Sector – local resources to meet needs
- California Department of Social Services - Serve as the State Director of Mass Care and Sheltering

SECTION 6.0: CONCEPTS OF OPERATIONS

The Yolo County OA will utilize the Care and Shelter Annex during any disaster event that requires a coordinated response to mass care and human services support. Procedures for this function are consistent with the National Incident Management System (NIMS), Standardized Emergency Management System (SEMS), and Incident Command System (ICS).

This Concept of Operations will outline the following care and shelter elements:

- Mass Care Operations
 - Sheltering
 - Feeding
 - Bulk Distribution
 - Human Services
 - Response Organization and Structure
 - Roles and Responsibilities
 - Notification and Activation Procedures
 - Response Actions
 - Deactivation Procedures

6.1 MASS CARE OPERATIONS

According to ESF #6, mass care operations are divided into three areas:

- **Sheltering:** Establishing operations includes selecting shelter sites that maximize accessibility for individuals with disabilities and others with access and functional needs.
- **Feeding:** Coordinating operations, which include procurement, preparation, distribution, and warehousing. This may include the use of fixed sites and mobile feeding units.
- **Bulk Distribution:** This involves distributing emergency relief items to meet urgent needs, such as food, water, or other commodities.

6.2 STANDARD SHELTERING PROCEDURES

Initial Activities

During a large event affecting the unincorporated area or with more than one jurisdiction and requiring multiple shelter sites, coordination of shelter facility selection and operations will occur at the OA EOC in coordination with the affected cities and relevant partner organizations/agencies that may own/operate the facilities, such as school districts. Shelter sites will be selected from the County identified sites or the ARC National Shelter System (NSS) based on the assumption that the public will want to be sheltered as close as possible to their

neighborhood. Once a site is selected, the shelter will generally be opened and managed by the Health and Human Service Agency with support from the County of Yolo, affected cities, and the American Red Cross.

Following a major disaster that displaces a large population segment or, in certain other situations, impacts many of the volunteer workforce, the county may not initially have adequate local resources to operate all the required shelter sites. Until they can mobilize their national response system (normally 5-7 days), County of Yolo personnel can augment their capabilities by staffing and operating necessary service delivery sites, utilizing Disaster Service Workers (DSWs) and mutual aid resources, if required. Many cities within the OA also have trained employees and volunteers who may staff and operate emergency shelters should the need arise. Once the ARC national disaster response program is fully mobilized, Yolo County will assume the lead and work closely with the ARC for most shelter management functions, with the County of Yolo providing overall coordination and support.

Shelter Operations

To ensure consistent service delivery and a smooth transition in shelter management, jurisdictions within the Yolo County OA generally follow the county's mass care standards, guidelines, and procedures. Therefore, whether shelter sites are opened and operated by the County, cities, or ARC, they should operate according to the same principles.

Shelter sites managed by ARC personnel will report directly to the ARC. Shelter sites managed by County personnel or mixed with ARC will report directly to the OA EOC. Care and Shelter Branches and sites managed by city personnel will report directly to their local EOC. Extensive, ongoing communication is required between the OA EOC Care and Shelter Branch, affected cities, and ARC to ensure coordinated support for shelter operations and to avoid duplication when ordering resources.

In general, if the ARC is managing a shelter or if the site is operated under the auspices of the ARC (i.e., using ARC-trained shelter management staff), then the site is considered an ARC shelter site and the ARC assumes both the liability and cost of the operation. Moreover, the main resource supply stream will come through the ARC. Typically, the ARC will do a pre-occupancy inspection with the facility manager before it is turned over for ARC use. Based on the pre-occupancy inspection and a Shelter Agreement between the facility and ARC, reimbursement for facility damage will be honored by the ARC.

The following shelter support functions may be provided:

County Support

- Access to County-owned facilities/sites for use as shelters or other service delivery functions
- Post-earthquake structural assessment of sites
- Assistance with staffing or managing shelters

- Support with health and behavioral health services
- Operational supplies (cots and blankets, hygiene kits, signage, etc.)
- Site security and traffic control
- Sanitation facilities (i.e., portable toilets, showers, hand washing stations)
- Support for individuals with disabilities and others with access and functional needs
- Transportation resources, including paratransit
- Housing relocation assistance for shelter residents
- Household pet sheltering and support
- Communications support
- Chaplain services

City Support

- Access to city-owned facilities/sites for use as shelters or other service delivery functions
- Post-earthquake structural assessment of sites
- Assistance with staffing or managing shelters
- Operational supplies (cots and blankets, hygiene kits, signage, etc.)
- Site security and traffic control
- Sanitation facilities (i.e., portable toilets, showers, hand washing stations)
- Support for individuals with disabilities and others with access and functional needs
- Transportation resources, including paratransit
- Housing relocation assistance for shelter residents
- Household pet sheltering and support
- Communications support

The Yolo County Operational Area includes household pet care and sheltering issues in the care and shelter planning process. When possible, household pet shelters will be co-located near general population shelters. In the case of non-congregate sheltering, pet-friendly hotels will be sought out.

ARC Support

- Shelter managers and operations staff
- Health services (as defined by ARC protocols)
- Mental health services (given available disaster mental health service resources)
- Meal, snack, and beverage service

- Operational supplies (cots and blankets, hygiene kits, signage, etc.)
- Site security and traffic control
- Sanitation facilities (i.e., portable toilets, showers, hand washing stations)
- Support for individuals with disabilities and others with access and functional needs
- Housing relocation assistance for shelter residents
- Communications support
- Disaster spiritual care support

Shelter Supply System

Logistical support requirements for sheltering events can generally be resolved locally. Resources to support operations may come from the County, cities, partner organizations, or through pre-identified local vendors and service providers.

Between the combined resources of the County, cities, and supporting agencies, there are enough stored supplies in the OA to accommodate people in emergency shelters (this includes cots, blankets, comfort/hygiene kits, etc.). During a catastrophic event, it may be necessary to request resources from outside the OA through established mutual aid systems.

Typically, the agency responsible for operating a site has primary responsibility for establishing the logistical support system for the location. If a critical resource is unavailable through those established channels, a resource request can be submitted to the OA EOC. If the County determines that a requested resource is not available in the OA, the County will consider requesting resources through the State and federal mutual aid system. See Appendix B for a sample list of shelter supplies.

6.3 FEEDING

Feeding operations will need to be established as soon as possible to serve people in mass care shelters. The scope of feeding operations will be determined by the situation. If the incident's impacts are limited in scope and the utility systems and restaurant/retail food distribution network are uninterrupted, feeding operations may be limited to providing meals, snacks, and beverages at shelters or other service delivery sites. Typically, the ARC will work directly with their partners to prepare and deliver meals to shelters.

However, if the impacts of the disaster are widespread and include utility and private sector food distribution system disruptions, feeding operations may be extensive and involve some or all of the following activities:

- Fixed feeding at shelters and other service delivery sites.
- Fixed feeding sites strategically located in and around the impact area in facilities, such as community centers, churches, schools, or at existing non-governmental organization (NGO) congregate meal sites (for persons not in public disaster shelters).

- Mobile feeding (food, beverages, and snack items) in the impact area (ARC and The Salvation Army have mobile feeding units to supplement the efforts of fixed feeding facilities).
- Distribution of packaged food (meals), water, and possibly some miscellaneous feeding support materials.
- Food options for feeding sites that accommodate people with restricted diets (no salt, sugar free, no potassium, gluten free, etc.).
- Distribution of allotments issued through the Disaster Supplemental Nutrition Assistance Program (D-SNAP).

When a coordinated response is needed due to the limited capabilities of local agencies, the OA Feeding Taskforce (FTF) may be activated. The FTF will augment and support feeding operations so feeding capacity and scope of operation is sufficient to support feeding needs. The FTF consists of representatives from volunteer and private organizations active in disaster feeding; non-governmental organizations; private sector food distributors and retailers; private sector vendors and experts in kitchen management; and local jurisdictions and tribes.

Food Source Options

In catastrophic disasters, when utility, transportation, and other infrastructure are disrupted, feeding operations may initially rely on pre-prepared, packaged meals that are shelf-stable, such as meals-ready-to-eat (MREs), or commercial products such as “heater meals.” As utilities are restored, or when emergency field kitchens become available, feeding operations will shift from packaged meals to freshly prepared meals.

Local options for prepared food when utilities are functional include:

- Local restaurants, hotels, and other commercial suppliers.
- Local non-profit agencies and schools with commercial kitchens.
- Catering companies.
- Large institutional kitchens that are affiliated with government agencies (such as jails, airports, universities).

Feeding options when utilities are disrupted include:

- MRE’s stored at the Joint Forces Training Base in Los Alamitos are available through California Governor’s Office of Emergency Services (Cal OES).
- MRE’s and “heater meals” available from the ARC (2–3-day shipment time).
- Field kitchens available through The Salvation Army, ARC, Southern Baptist Disaster Relief, and through mutual aid requests to the State and federal governments (for preparation of meals when local kitchens are largely unavailable).

Bulk Distribution

Based on the event's severity, the bulk distribution of emergency relief supplies is another service that can be activated to support disaster victims. Bulk distribution programs are designed to provide individuals affected by disaster access to life-sustaining supplies and materials (food and water) or support their recovery (cleanup supplies.) Distribution programs also support the ability of people to continue to shelter-in-place at home versus evacuating to shelter sites for necessities. Distribution programs may be required when normal retail distribution systems have been disrupted.

The types of items and amounts that may need to be distributed are based on the situation and may include some of the following:

- Shelf-stable food (MREs)
- Water (and containers for water)
- Limited amounts of ice (and ice chests)
- Tarps
- Blankets
- Clean-up kits

Agencies that normally establish bulk distribution programs following large, presidentially declared disasters include:

- American Red Cross
- FEMA
- The Salvation Army

Other community agencies have commodity distribution programs that operate on a day-to-day basis. These agencies may expand their distribution programs to include individuals affected by a disaster.

Points of Distribution

Depending on the scope and areas of the county most heavily impacted, additional distribution points may need to be established at strategic locations so the public can come to receive supplies. The Federal Emergency Management Agency (FEMA) defines these sites as Points of Distribution (POD) sites – temporary local facilities where commodities are distributed directly to disaster victims. POD sites generally have these characteristics:

- Easy access to major streets
- Large open paved area to park trucks and off-load supplies
- Traffic flow in and out of site
- Potential indoor storage

6.4 HUMAN SERVICES

Family Reunification

To assist with reunification efforts, shelters may be equipped with technology (Wi-Fi, computers, tablets, etc.) to provide impacted individuals access to communications systems that facilitate reunification. Some sites that enable reunification include the American Red Cross Safe & Well, the National Center for Missing and Exploited Children, Google Crisis Response, and Facebook Safety Check, among others.

Support for Individuals with Disabilities and Access and Functional Needs

As defined by the California Government Code, “the access and functional needs population consists of individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutionalized settings, or those who are low income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.”

Programs, services, and activities provided to residents of care and shelter facilities, to the maximum extent possible, will include individuals with disabilities and others with access and functional needs. The following are some general guidelines for meeting these needs:

- Ensure the accessibility of disaster-related services, programs, and facilities by following Title II of the ADA, including accessible transportation to service delivery sites.
- Provide functional needs support services (FNSS), which enable individuals with disabilities and others with access and functional needs to maintain their independence, safety, and well-being in an integrated shelter environment.
 - Engage and partner with the Cross Disability Integration Team and/or representatives from local disability organizations to help assess and identify functional needs at service delivery sites.
 - Obtain durable medical equipment (accessible cots, transfer boards, walkers, portable ramps, etc.) and consumable medical supplies. The County of Yolo maintains a cache of limited, durable medical equipment and consumable medical supplies. Additional resources can be coordinated via the OA EOC.
 - Refill prescription medications.
 - Provide communications support (sign language interpretation, TTY access, assistive listening devices, translation services, Braille materials, etc.).
 - Provide specific support services (behavioral health services, personal care assistance, space for service animals, etc.).
- Provide service animals and their owners with assistance and support, which may include access to accessible relief areas and food/water services.

- Provide ongoing support for medically fragile persons evacuated to public shelters until they are transferred to a more appropriate care setting. In cases where community residential programs or care facilities need to evacuate, individuals in those facilities should be placed in a facility that can provide a similar level of care.
- As soon as practicable, provide interpretation and translation assistance at service delivery sites so that non-English speaking persons can convey needs and receive disaster information and services.
- Provide for the unique needs of children, adults with children, and pregnant people, which includes providing nutritious, age-appropriate meals and snacks (including formula, bottles, etc.); age-appropriate health and behavioral health services; children's bathing and first aid supplies; diapers, sanitation wipes, and proper disposal receptacles; private area for breastfeeding/lactation needs and quiet area for pregnant people; and systems that protect the safety of children (including monitoring play areas, etc.).
- Arrange for transportation services to transport individuals from emergency shelter locations to other service delivery sites, pharmacies, etc. Transportation assets may include bus, rail, and paratransit services.

SECTION 7.0: RESPONSE, ORGANIZATION, AND STRUCTURE

7.1 OA EOC MASS CARE AND SHELTER BRANCH

Low-level events, without multiple sheltering sites across the county, single sheltering events, might be supported by activation of the HHS Department Operations Center (DOC). This activation requires the support and coordination of a limited number of partners and does not require support from the County Emergency Operation Center (EOC).

In an event that requires the participation of multiple care and shelter partners, the Yolo County OA EOC becomes the coordination point for care and shelter operations. Depending on the scope of the event, participation from the following County of Yolo departments may be requested. The following departments may send one or more representatives to the OA EOC to help with response coordination:

- ADA Coordinator
- Aging and Independence Services
- Animal Services
- Behavioral Health Services
- Public Health Services

When the American Red Cross (ARC) is requested for support, the ARC typically assigns a liaison to the OA EOC to communicate between the OA EOC and ARC care and shelter operations. The ARC liaison in the OA EOC has a seat in the Care and Shelter Branch.

Activities

The general role of the Care and Shelter Branch is to coordinate support for care and shelter field activities. Again, successful delivery of care and shelter services requires close coordination with the operations of affected cities and County. Primary response activities of personnel staffing the Care and Shelter Branch include the following:

- Estimate the number and location of persons requiring services (i.e., sheltering, feeding, or the distribution of relief supplies).
- Develop overall care and shelter service delivery plan.
- Coordinate the identification and opening of shelters, feeding, bulk distribution, and other service delivery sites, as well as the frequency and means of communication between the OA EOC Care and Shelter Branch and the service delivery sites.
- Develop initial resource requirement estimates needed to implement the service plan.

- Determine resource availability among care and shelter support departments and agencies.
- Process requests for unfilled resource needs.
- Request support services, such as post-earthquake structural inspections, site security, transportation, or communications supplies.
- Assign County staff to sites – ensure worker health, safety, and security needs are met.
- Establish communication with County-operated shelters and other field sites.
- Coordinate resource requests from field sites (ARC sites may make requests through ARC; city sites may make requests through local EOC).
- Work with ARC and partner agencies to establish feeding programs at shelter sites.
- Arrange for the distribution of food, water, etc.
- Establish physical and behavioral health services for people in shelters.
- Coordinate with County Animal Services regarding the co-location of household pet shelters with public shelters.
- Work with community and faith-based organizations that can support service delivery.
- Collect and verify service delivery statistical information from field sites.
- Provide technical support and guidance to field personnel.
- Arrange support for persons at shelters who require additional assistance, such as unaccompanied minors, persons with disabilities, non-English speaking persons, etc.
- Coordinate site inspections with Yolo County Environmental Health Services Division.
- Coordinate assembly and deployment of the Disaster Rapid Assessment Teams (DRAT) and ensure dissemination of findings through the appropriate channels.
- Identify policy level issues and prepare recommendations for submission to the Policy Group for resolution or approval.
- Provide the OA EOC Operations Section Chief, Planning/Intelligence Section and Joint Information Center (JIC) with situation status updates, including mass care and shelter information for public distribution.
- Facilitate the transition of displaced residents from shelters to interim housing, in coordination with partner agencies and Recovery personnel.

Functional Units

Depending on the event and its needs, the OA EOC Care and Shelter Branch may activate and staff the following functional units and/or corresponding positions, such as:

Care and Shelter Branch Coordinator

The Care and Shelter Branch Coordinator will help with the overall coordination of shelter operations in the OA. This includes site selection, shelter opening and closing, and managing available resources for shelter sites. It also includes communicating and coordinating with site managers, cities and the ARC and monitoring service delivery to ensure that shelters are providing a safe environment for displaced residents that meets both their basic and functional needs.

American Red Cross Liaison

Assigned by the local ARC, this position is the coordination point between the ARC and the OA EOC. This representative will assist with coordinating sheltering, feeding operations, bulk distribution, and human services.

AFN Unit Leader

The AFN Unit Leader is responsible for assisting with planning for and implementing care and shelter operations related to individuals with disabilities and others with access and functional needs. The AFN Unit Leader will ensure that equipment and services are provided for individuals with disabilities and others with access and functional needs at shelter facilities, temporary evacuation points, reception and mass care centers, and charging station locations, as needed. Additionally, the AFN Unit Leader will ensure that equipment and services are focused on maintaining health, support, safety, and independence.

County Shelter Team Unit Leader

The County Shelter Team Unit Leader will be activated when it is necessary to activate the County of Yolo Shelter Team in support of emergency shelter operations. This position coordinates all County Shelter Team activities, including assigning and dispatching members, managing information flow between the OA EOC and shelter sites, and supporting operational needs. The County Shelter Team Unit Leader will closely coordinate with the OA EOC Care and Shelter Branch Coordinator.

Feeding Taskforce Coordinator

The FTF Coordinator may coordinate disaster feeding operations during an event. Mass feeding requires coordination with a range of providers, including community and faith-based organizations, public service agencies, non-government organizations, and private sector vendors. The ARC may assign a representative to liaise with the FTF Coordinator and coordinate feeding operations with local food providers.

Resource Requests and Availability

Mass care and shelter capacity for responding to a large disaster depends on the coordinated sharing of resources between the County of Yolo, cities, and partner agencies. Additionally, the Yolo County OA can supplement available resources by purchasing, leasing, or obtaining mutual aid support through state and federal partners. For the

most efficient coordination and allocation of resources must be direct communication among all care and shelter partners.

Once the need for a resource is identified, the following takes place:

- Identification of local care and shelter partners or County of Yolo departments that may have the required resource available. The OA EOC Logistics Section will work with that agency/department to fill the resource request if available.
- If local care and shelter partners and County departments lack the needed resources, the OA EOC Logistics Section will seek to obtain them through an established agreement or a vendor procurement.
- If the resource is unavailable within the OA, the OA EOC Logistics Section may request the resource from the State through established mutual aid systems.

In addition, the following guidelines apply to the use of care and shelter resources:

- Each care and shelter partner will be expected to direct and operate its own resources.
- The County of Yolo, cities, and supporting agencies will generally utilize resources from their own inventory for sites they operate/manage before requesting resources from other partners.
- In instances where requested resources are available from more than one partner, generally, the partner that can provide the resource most quickly is most skilled in its implementation.

7.2 EXTERNAL COORDINATION WITH STATE AND FEDERAL

State

If shelter and mass care needs within the OA cannot be satisfied with local resources, the OA EOC Care and Shelter Branch Coordinator will utilize established SEMS/NIMS channels through the OA EOC Logistics Section to request assistance from the California Governor's Office of Emergency Services (Cal OES). The Regional Emergency Operations Center (REOC) provides access to State and federal resources and agencies. This includes the State Department of Social Services, which is responsible for coordinating state-level support for care and shelter activities.

The ARC is also represented in the REOC by a liaison whose purpose is to share information between various levels of ARC management and State government and to follow up on ARC resource requests. This liaison also serves as a care and shelter subject matter expert for the State's response operations.

Federal

The State Operations Center (SOC), which supports REOCs, is California's link to the support provided by ESF #6 within the National Response Framework (NRF). The NRF designates FEMA as the lead or coordinating agency for ESF #6 at the federal level. Federal assistance

includes support for emergency shelter, feeding, distribution of supplies, first-aid, welfare inquiry, and interim housing.

SECTION 8.0: NOTIFICATION AND ACTIVATION

8.1 NOTIFICATION

Given an event that requires some level of anticipated or actual Care and Shelter response within the Yolo County OA, the County of Yolo, in coordination with the affected cities, will determine Care and Shelter activation needs. Notification will then be issued to all relevant supporting care and shelter partner organizations and any additional County or city departments, or community-based organizations, as needed. Notification will be issued through the most appropriate means available given the response.

Upon notification of an event, the County of Yolo, in coordination with the affected cities, will begin planning efforts that:

- Define the extent of required care and shelter support.
- Identify potential response/resource requirements and needs.
- Place relevant personnel on standby.
- Determine OA EOC Care and Shelter Branch staffing requirements.

8.2 ACTIVATION

A lower-level event, a single sheltering site, or a few small shelters may be supported by the HHSA DOC. The HHSA Director and Care and Shelter Branch Coordinator can activate the HHSA Care and Sheltering plans and HHSA DOC.

The OA EOC Care and Shelter Branch may be activated by the EOC Director, Operations Section Chief, or the OES Duty Officer when an event is anticipated or has occurred that affects the OA and has care and shelter implications or at the request of the HHSA Director to support current shelter operations. The level of activation will be determined according to the requirements of the event. If the determination is made to activate the OA EOC Care and Shelter Branch, notification to the following departments and community partners may be necessary:

- ADA/AFN Coordinator
- Adult and Aging Services
- American Red Cross
- Animal Services
- Behavioral Health Services
- Public Health Services

Activation is based on the size and scope of the event.

Minimal EOC Staffing. This assumes a minor or limited emergency that has displaced enough residents to require the opening of a temporary evacuation point or short-term shelter. In this case, a limited number of positions in the EOC may be activated to support the response.

Intermediate EOC Staffing. This is a more moderate emergency characterized by the displacement of a larger number of persons and/or the need for multiple shelters or services. Generally, Command Staff and Section Chiefs are activated with minimum staffing of other positions.

Full EOC Staffing. A major emergency that requires a sustained care and shelter response (i.e., could involve the opening of mass care facilities throughout the county for an extended period). The event is large enough to require the coordination of numerous resources and information among multiple care and shelter partners.

8.3 RESPONSE ACTIONS

The OA EOC Care and Shelter Branch must achieve the following objectives to meet the mass care needs of individuals displaced by disaster within the Yolo County OA.

STEP 1: Establish the EOC Care and Sheltering Branch/Unit

- Review preliminary incident data.
- Determine staff needed for the required level of activation.
- Notify the relevant care and shelter partner organizations (cities, supporting agencies etc.).
- Given a large event, prepare County personnel shift schedules at least 3 days out (both OA EOC and field personnel).

STEP 2: Gather and Analyze Data

- Based on the level of care and shelter needs involved, develop an initial plan for providing services.
- Estimated number of people requiring shelter support.
- Estimated number of people requiring feeding and/or food and water distribution support.
- General areas (neighborhoods) with significant numbers of displaced households, which may also include the identification of affected institutional facilities, pre-disaster homeless populations, etc.
- Number, location, and sequence of service sites or shelters to be opened.
- Identify where household pet shelters can be co-located with public shelter sites.
- Coordinate lead agencies for each site.
- Coordinate post disaster safety assessment inspections of potential shelter sites.

- Determine the availability of cities and partner agency resources (facilities, personnel, supplies, and equipment).
- Determine the number of County of Yolo and city personnel available for assignment to support sheltering activities.
- Identify expected resource shortfalls.
- Determine where spontaneous shelters may have opened (sites operated independently from County, city, or ARC) and decide whether to support or consolidate.
- Provide regular situation status updates for inclusion in the OA EOC Action Plan.
- Begin to implement service delivery plan.
- Mobilize Care and Shelter personnel and resources from partner agencies.
- Work with the County of Yolo and cities to ensure that qualified shelter management teams are identified for each site.
- Request supplies, equipment, and specialized services through the following. Supporting departments or partner agencies (from inventory or through a vendor) through the OA EOC Logistics Section.
- State and federal agencies (via the OA EOC Logistics Section).

STEP 4: Coordinate Response

- Coordinate the opening of shelters and other service delivery sites.
- Ensure that all Care and Shelter site managers have communications equipment (cell phone or handheld radio) for required coordination with the OA EOC Care and Shelter Branch, or local EOC.
- Coordinate feeding and other basic services as soon as possible including:
 - Health services
 - Behavioral health services
 - Security
 - Transportation
 - Environmental health inspections
 - Support for individuals with disabilities and others with access and functional needs
- Ensure that representatives at the OA EOC are provided with timely information regarding the opening and closing of shelters (this will facilitate the release of public information regarding which shelters are open and their locations).

- Coordinate OA Care and Shelter operations conference calls to facilitate communication and coordination between the County, cities, and support agencies that are operating shelters.
- Expand current sheltering and field response capacity, as needed.
- Develop feeding capacity and response.
- Based on demand, setup bulk distribution for potable water, food (MREs), ice, clothing, sanitary items, and other basic life sustaining supplies.

STEP 5: Continue to Monitor, Track, Inform

- Monitor overall implementation of the service delivery plan.
- Ensure all shelter sites report current situation status on a daily basis:
 - Daytime population
 - Nighttime population
 - # of new registrations since the last report
 - # of meals/snacks/drinks served since the last report
 - Receive and respond to resource or information requests from shelter and field sites.
- Identify potential breakdowns in coordination and support and intervene accordingly.
- Provide ongoing situation reports on care and shelter status.
- Conduct periodic Care and Shelter Branch conference calls with the local EOCs to:
 - Identify and resolve issues
 - Update situation information
 - Revise service delivery plan
 - Determine future needs
- Coordinate the closing/consolidation of shelters.

8.4 DEACTIVATION

The OA EOC Care and Shelter Branch will be deactivated when the need for Care and Shelter response coordination has either diminished or ceased. Care and shelter functions may be deactivated or scaled back at the discretion of the EOC Director and Operations Section Chief. After the decision to deactivate has been determined, the following activities may be necessary:

- Coordinate with non-governmental organizations for long-term case management of clients who have unmet housing needs upon mobilization of shelters.
- Collect and prepare documents for financial reimbursement.

- Complete or transfer remaining care and shelter responsibilities to the appropriate department or organization.
- Provide deactivation information to all involved supporting Care and Shelter departments and organizations.
- Inventory: return to owner, or properly dispose of remaining supplies and assets used in the response.
- Issue a final status report to OA EOC Planning/Intelligence Section Chief.
- Coordinate deactivation with the OA EOC Operations Section Chief to include staff release, equipment returns, and inventory.
- Ensure that a debrief is held between key staff, volunteers, and involved County departments.

SECTION 9.0: TYPES OF SHELTERING SITES

Depending on the duration and severity of the disaster, shelter operations can evolve from facilities meant only to support people overnight, to facilities that are more heavily staffed and provide a range of support services.

Temporary Evacuation Point (TEP) – A site with limited resources and staffing as its primary purpose is to provide evacuees with a safe and protected place to congregate temporarily until people can return home or relocate to another facility.

Emergency Sheltering (short term) – Short-term sheltering for evacuees who need a temporary place to stay until other housing arrangements can be made. Typically, emergency shelters will provide food, physical health, and behavioral health services, in addition to other support services based on need. In an ARC-operated shelter, the ARC will typically bring in Client Services teams who provide recovery planning services, which includes referrals to help residents find alternative housing if they are unable to return home. However, if the level of the disaster has significantly limited housing options and the remaining residents will need long-term sheltering support, then the existing emergency shelter sites will be consolidated into a smaller number of longer-term sheltering operations.

Sheltering (long term) – Long term shelter operations may continue for months depending on how long it takes to move shelter residents into interim housing. While schools may be used for emergency sheltering, they are not appropriate for long term sheltering. People with needs that cannot be properly supported within a shelter environment will be relocated to appropriate housing.

9.1 SPONTANEOUS SHELTERS

In a larger-scale disaster, it is assumed that community shelters, run by organizations other than the County of Yolo or cities, will open spontaneously. These sites may be run by neighborhood and community-based organizations or houses of worship. For example, it is assumed that many congregations (churches, parishes, synagogues, etc.) will open their doors to people within that neighborhood needing shelter. Other spontaneous shelters may be run with no formal sponsorship. It is encouraged for organizations considering opening a shelter to coordinate with the OA EOC prior to opening to best coordinate service delivery to the area.

As the County of Yolo or cities learn about these spontaneous operations, assistance may be provided if deemed appropriate. This assistance is contingent on the site meeting some basic health and building safety standards. Both the County of Yolo Department of Building Inspection and Environmental Health Division may be called upon to inspect spontaneous shelters. For sites that do not meet minimum health or safety standards, or are deemed unacceptable for other reasons, County of Yolo or city will work with the site to address the problem(s). Otherwise, evacuees will be relocated to nearby County, city, or ARC managed shelters. See Appendix C for the Spontaneous Shelter Assessment Form. Generally, emerge spontaneously, the County, and cities must consider whether to take a role in managing the sites from the start to head-off potential health and sanitation problems. A decision to support selected outdoor

congregate sites will involve providing a comparable level of mass care services as provided to indoor sites.

Due to the complications of outdoor sheltering, it will remain a secondary option to establishing a network of fully serviced, indoor shelter sites.

9.2 HOUSEHOLD PET SHELTERS

The County Department of Animal Services coordinates household pet shelters during a response in coordination with other local animal service agencies. It is assumed there will be a variety of animal species arriving with pet owners when they evacuate to shelter sites (cats, dogs, rabbits, guinea pigs, reptiles, domestic birds, and other exotic pets). The strategy for managing household pets is to collocate a pet shelter adjacent to the public emergency shelter.

9.3 OUTDOOR SHELTERING

Some persons displaced from their residences may converge on public parks or open spaces as an alternative to using indoor mass care shelters. Since these “open shelter areas” will generally emerge spontaneously, the County and cities must consider whether to take a role in managing the sites from the start to head off potential health and sanitation problems. A decision to support selected outdoor congregate sites will involve providing a comparable level of mass care services as provided to indoor sites.

Due to the complications of outdoor sheltering, it will remain a secondary option to establishing a network of fully serviced, indoor shelter sites.

APPENDIX A: MASS CARE AND SHELTER RESOURCES

PERSONNEL

PRIMARY

Shelter Managers (Trained)	Health Services
Shelter Workers (Trained)	Behavioral Health Services
Logistics	

SUPPORTING

Animal Services	Health Inspectors
Auxiliary Communication Services (ACS)	Interpreters/Translators
Building Inspectors	Janitorial/ Maintenance
Caseworkers	Personal Care Assistance
Childcare Workers	Security
Disaster Rapid Assessment Teams	Vulnerable Adult Shelter Assessment Teams
AFN Unit	

EQUIPMENT AND SUPPLIES

FUNCTIONAL NEEDS SUPORT

Bath Bench with Back Support	Offset Canes	Shower Seats
Crutches	Pillows	Transfer Boards
Cups with Handles	Toilet Seat Risers	Walkers
Canes	Ramp- Modular Threshold	Wheelchairs
Footrests	No tip cups	Wheelchair Cushions
Hand Clip for Eating Utensils	Ramp- 4ft	Charging Stations
Inner lip Plate (non-slip)	Ramp- 7ft	Goggles
Sound Pocketalker Amplifier	Cots	Clothing Protectors

GENERAL SUPPLIES

Blankets	Hygiene Kits (Adults and Children)	Privacy Screens
Cots (military and accessible)		

MASS CARE KITS

Bowls	Food Grade Thermometer	Serving Utensils
Coffee Maker	Napkins	Silverware
Cups	Plates	

NURSING KITS

Cleansing Wipes	Feminine Products	Playpen
Consumable Medical Supplies	Nitrile Gloves	Potty Seat
Diapers (Baby and Adults)	Pediatric Supplies	

SHELTER MANAGER KITS

Administrative Supplies	Hand-Held Radios	Sound Amplification Devices
Communication Boards	Nitrile Gloves	Toilet Paper
Flashlights and Batteries	Paper Towles	Trash Bags
Forms	Sanitation Spray	Vests (Personnel)
Hand Sanitizer	Signage	Wristbands (Residents)

APPENDIX B: SPONTANEOUS SHELTER ASSESSMENTS

The following questions will help in deciding whether to work with and support an independent shelter with resources (food, water, cots, blankets, etc.):

- **Physical Condition:** The site will require approval from the County Department of Health and Human Services Agency (and perhaps County Building Inspectors if an earthquake occurs and the Environmental Health Division) to confirm that it is safe to occupy (i.e., there is no structural damage and no sanitation or occupant health concerns).
- **Site Location:** Is the shelter serving a neighborhood/community that is currently not being served by the County or city shelter? If yes, it is likely filling an unmet need and consideration should be given to supporting the shelter site.
- **Site Management:** Is the agency or group operating the site trusted and/or known by the occupants? If yes, then the site management team is presumably operating the site in the best interest of the occupants.
- **Number Served:** The number of occupants being served by the site should not exceed the site's physical capacity to serve or shelter them. An excess capacity of occupants should be referred to the nearest County or city shelter site.
- **Meeting Occupant Needs:** Given the demographics and/or needs of individuals being served at the site (language, cultural, disability, children, etc.), there should be evidence that everyone's needs are being met. Otherwise, if the assistance required cannot be provided at the site, refer occupants who may require more assistance to the nearest County or city shelter site.
- **Length of Operation:** If the site management group is committed to maintaining the shelter, and there is no immediate need to move out the occupants, then consideration can be given to supporting it.
- **Resource Needs:** Can the County or incorporated city provide the resources that the site needs to keep operating? If the answer is yes, then the County, or incorporated city will need to work on the logistics for getting the supplies to the site.

If these questions can all be answered affirmatively, then supporting the site may be appropriate. The site can be counted as an independent shelter versus a County or city site (unless the site management function is transferred over to the County or city.) If the County or city cannot work with site management to address any identified deficiencies, and if there is a need to close the independent shelter, then residents will be transferred to the closest County or city shelter site.

APPENDIX C: VERSION HISTORY

Change Number	Section	Date of Change	Individual Making Change	Description of Change
0.1	All	09/18/2014	Howell Consulting	Initial draft
0.2	All	09/19/2014	Yolo DESS	Include edits & comments for revision
0.3	All	01/17/2015	Yolo OES	Included edits & comments for revision
1.0	All	05/19/2015	Yolo OES	Included edits
2.0	All	4/13/2023	Yolo OES	Update/revise the full document, first draft
2.0	All	4-5/2023	Yolo HHSA	Review & Comments of revised Document
2.0	All	8/1/2024	Yolo OES	Final Review before the Board of Supervisors adoption