

**Alabama Department of Human Resources**  
**EMERGENCY WELFARE SERVICES**  
**DISASTER RESPONSE PLAN**

**2015**



*Alabama*

**DEPARTMENT OF HUMAN RESOURCES**

*Emergency Welfare Services  
Disaster Response Plan*



*State of Alabama*  
**Department of Human Resources**

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***Disaster Plan***

The Alabama Department of Human Resources is primarily responsible for coordinating the mass care function (All hazards response) in accordance with National Incident Management System (NIMS) and the State Emergency Operations Plan (SEOP). This is also known as Emergency Support Function 6 (ESF-6). For a detailed description of the responsibilities associated with the mass care function (ESF-6), please refer to page 39 of this document.

County Departments of Human Resources are responsible for specific disaster functions as determined by the Department and their relationship to the individual disaster. Elements of locals plans may differ but each plan will adhere to Emergency Support Function-6. In Planning for an effective response to disaster conditions, the Department works closely with public and private segments of the community to ensure human suffering will be kept to a minimum.

Upon receiving the activation request from the AEMA Director, the Emergency Management Coordinator is alerted and instructed when to report to the State Emergency Operations Center. The Commissioner meets with the management team to discuss the appropriate Departmental response.

***In order to accomplish this task, the Department does the following:***

**State**

- ◆ Review the State Plan with the Management Team
- ◆ Meet with County Directors via Conference Call
- ◆ Collect facts pertaining to existing or pending disaster relating to mass care
- ◆ Plan distribution and allocation of state resources in support of the mass care mission
- ◆ Activate DHR Emergency Response Plan
- ◆ Coordinate a state mass care response
- ◆ Coordinate the opening and closing of Shelters

**County**

- ◆ Review Plans
- ◆ Select Shelter Teams
- ◆ Prepare for Deployment to Shelters
- ◆ Network with local external agencies in preparing an appropriate response
- ◆ Begin planning for recovery activities

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# **SHELTERS**

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# **MASS CARE SHELTERS**



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## ***MASS CARE SHELTERS***

Activation of DHR staff needed to staff Mass Care shelters will begin when the Governor or the Alabama Emergency Management Agency declares that shelters will be opened due to a need existing within the state. The method for opening the shelters will vary from county to county depending upon the local mass care agreements. DHR staff will staff only those shelters approved by and meeting the American Red Cross Shelter guidelines.

***Duties in Mass Care Shelters include, but are not limited to the following:***

- *Opening Shelter*
- *Maintaining custody of keys to the facility*
- *Providing training and assigning staff*
- *Registering evacuees*
- *Completing necessary forms and paperwork*
- *Overseeing the general operation*
- *Coordinating with security and building personnel where applicable*
- *Identifying and addressing situations which require special attention*

DHR staff will not deploy to a shelter until the AEMA Emergency Management Information Tracking System (EMITS) request is received from the county EMA.

The Department of Human Resources staff shall not perform any duties related to medical assistance or any other duties outside the line and scope of their employment as indicated above. DHR staff members are not obligated and shall not perform any duties relating to medical assistance.

Should the Governor order a mandatory evacuation of a county, or portion of a county, due to a disaster declaration, DHR staff will still be required to staff emergency shelters in those counties. The local EMA staff will be responsible for ensuring that the shelters are safe for occupancy under the disaster conditions.

Any request from local officials not meeting the criteria above should be cleared with the Commissioner of DHR or his/her designee.

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# **MEDICAL NEEDS SHELTERS**



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## ***MEDICAL NEEDS SHELTERS***

The Medical Needs Shelter (MNS) is a shelter of last resort during emergency conditions for persons with physical and/or mental conditions requiring medical/nursing oversight who cannot be accommodated in a Mass Care Shelter. The Medical Needs Shelter is housed in a secure facility with sustainable power, water, sanitation, and limited food service.

The Alabama Department of Public Health is the ESF-8 lead agency - providing for the medical needs of the Medical Needs Shelter patients, caregivers, and staff. The Alabama Department of Human Resources is responsible for coordinating the overall operations of the nonpublic health/medical aspects of the shelter. The State Emergency Management Agency and other partner agencies work closely with other aspects of the shelter operation.

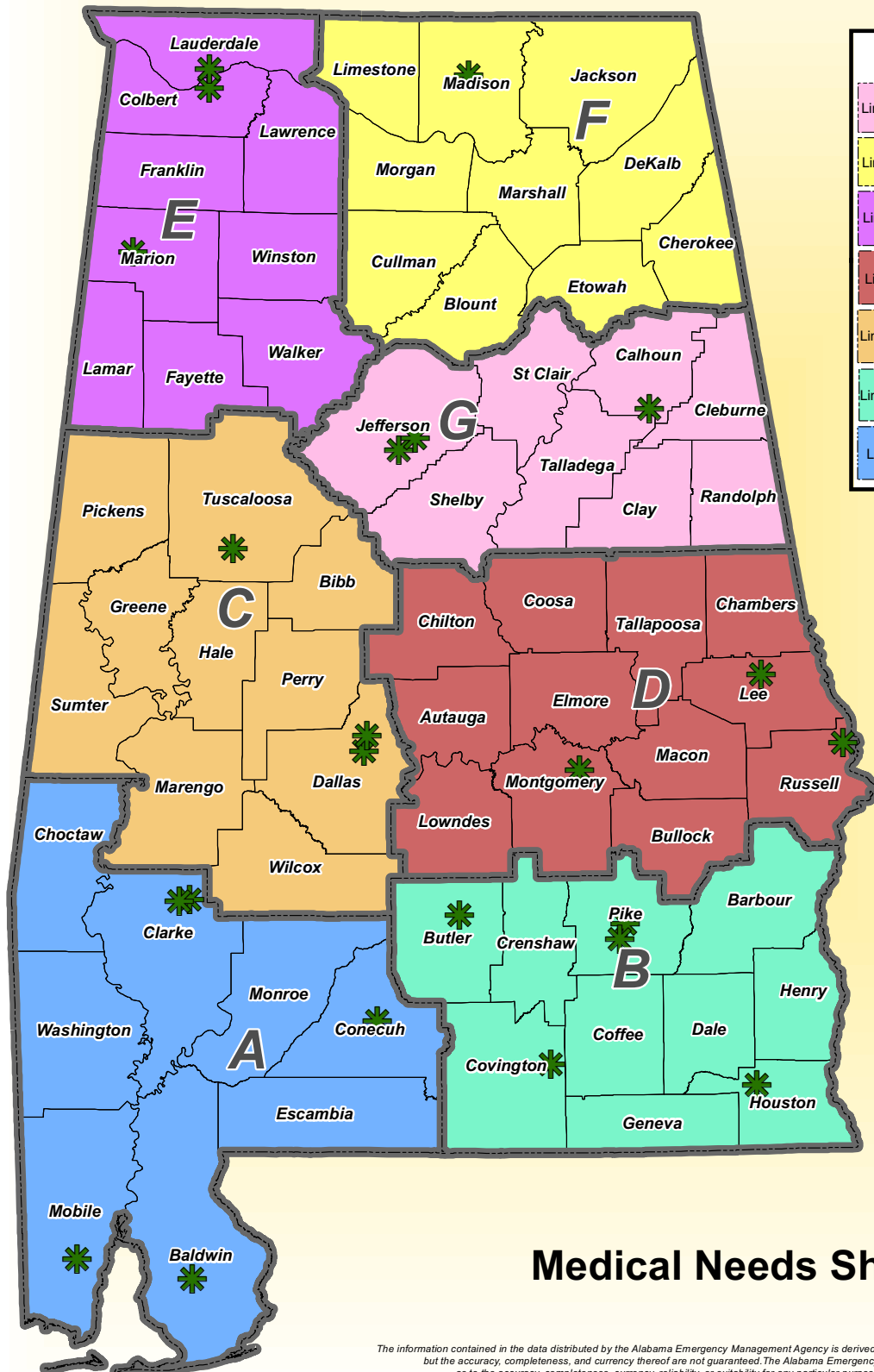
***Duties in Medical Needs Shelters include, but are not limited to the following:***

- *Opening Shelter*
- *Maintaining custody of keys to the facility*
- *Providing training and assigning staff*
- *Coordinating with Alabama Department of Public Health to ensure that only appropriate evacuees are admitted*
- *Registering evacuees by utilizing ADPH Patient Tracking Software*
- *Completing necessary forms and paperwork*
- *Overseeing the general operation*
- *Coordinating with security and building personnel where applicable*
- *Identifying and addressing situations which require special attention*

The Department of Human Resources staff shall not perform any duties related to medical assistance or any other duties outside the line and scope of their employment as indicated above. DHR staff members are not obligated and shall not perform any duties relating to medical assistance.

Should the Governor order a mandatory evacuation of a county, or portion of a county, due to a disaster declaration, DHR staff will still be required to staff emergency shelters in those counties. The local EMA staff will be responsible for ensuring that the shelters are safe for occupancy under the disaster conditions.

Any request from local officials not meeting the criteria above should be cleared with the Commissioner of DHR or his/her designee.



### Division Supervisor

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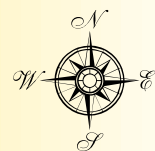
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Map Effective: 01/21/2015  
Created by: MLMayo, AEMA GIS

## Medical Needs Shelters 2015

The information contained in the data distributed by the Alabama Emergency Management Agency is derived from a variety of public and private sector sources considered dependable, but the accuracy, completeness, and currency thereof are not guaranteed. The Alabama Emergency Management Agency makes no warranty, expressed or implied, as to the accuracy, completeness, currency, reliability, or suitability for any particular purpose of information or data contained in or generated from the Alabama Emergency Management Agency Geographic Database. Additionally, neither the Alabama Emergency Management Agency nor any agent, servant or employee thereof assume any liability associated with the use of this data and assume no responsibility to maintain it in any matter or form.

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## ***ADPH MEDICAL NEEDS SHELTERS PRESENTATION***

### **Medical Needs Shelter Update 2014 for ADPH Staff**

**Satellite Conference and Live Webcast  
Wednesday, September 24, 2014  
9:30 – 11:00 a.m. Central Time**

Produced by the Alabama Department of Public Health  
Video Communications and Distance Learning Division

### **Faculty**

**Marilyn Knight, MSN, RN  
Nurse Educator**

**Thresa Dix, MSN, RN  
Nurse Educator**

**Nursing Division  
Bureau of Professional  
and Support Services  
Alabama Department of Public Health**

### **Objectives**

- **Discuss Medical Needs Shelter (MNS) Operations**
- **List the members of the MNS team**
- **Discuss deployment preparedness**
- **Describe the MNS activation process**

### **The Mission**

- **The mission of a MNS is to provide services during an emergency in an environment that can help individuals to sustain pre-disaster levels of health**

### **The Facility**

- **A MNS is housed in a secure facility that is a refuge of last resort during an emergency for persons with conditions that require minimal nursing oversight and who cannot be accommodated in a mass care shelter**

### **The Facility**

- **A MNS has access to:**
  - **Power**
  - **Water**
  - **Sanitation services**
  - **Limited food service**

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**Patient Population**

- A MNS is designed to care for people who:
  - Have health / medical conditions that require professional observation, assessment and maintenance but do not require institutionalized care

**Patient Population**

- Chronic stable conditions and require assistance with the activities of daily living
- Patients with contagious health conditions that require precautions or isolation and cannot be cared for in a general / public shelter environment

**Shelter Operations**

- ADPH partners with the Alabama Emergency Management Agency and the Alabama Department of Human Resources to coordinate services in the MNS

**MNS Stand Up**

- Activation
  - Begins when the State Health Officer declares that a MNS will be opened based on his discretion or by request
  - Involves Response Team notification, team deployment, partner agency notification, and shelter set-up

**MNS Stand Up**

- Activation
  - The Advance Team will be responsible for the shelter set-up

**MNS Stand Up**

- Operations Phase
  - The patient, caregiver, family and shelter staff needs are managed during this phase

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**MNS Stand Up**

- **Operations Phase**
  - Activities include the monitoring of the patient's medical condition and special needs, ADL assistance, and the sharing of information regarding shelter operations between teams arriving and departing the MNS

**MNS Stand Up**

- **Demobilization Phase**
  - Demobilization begins when the State Health Officer, in discussion with local officials, determines that shelter operations are no longer necessary

**MNS Stand Up**

- **Demobilization Phase**
  - Demobilization activities include discharging of all patients in accordance with the discharge plan, collection and management of durable medical equipment, storage of unused nondurable medical supplies, paperwork completion, secure records, and participation debriefing

**MNS Stand Up**

- **Demobilization Phase**
  - The Area Nursing Director in which the emergency occurred should be contacted to retrieve and secure all medical records

**MNS Team Activation**

- As a MNS is activated, a MNS Team will be called to staff and manage the shelter operations
- Teams notification status will be defined as following:

**MNS Team Activation**

- **On Standby**
  - The employee has been notified of conditions that may warrant MNS stand up
  - He / she should maintain situational awareness and be available for an assignment if contacted

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**MNS Team Activation**

- **On Alert**
  - The employee has been notified and given instructions, such as location and time to report to duty

**MNS Team Activation**

- **On Duty**
  - The employee has reported to the assigned location and is engaged in the assigned task

**MNS Team Activation**

- **Demobilized**
  - The employee has been released from duty

**Preparing for Deployment**

- Have a “go bag” packed and ready
- Use a suitcase or duffle that locks and has wheels and label with your name and phone number
- Refer to the list of items to bring to a shelter in the ADPH Document Library
- Bring your professional license

**Preparing for Deployment**

- Bring a credit card and cash
  - Cash should be in small bills

**Preparing for Deployment**

- Reference for ADPH Employees
  - Employee Manual for Emergency Response
  - Are You Ready? Emergency Preparedness Guide



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**MNS Team Composition**

- 1 Nurse Manager
- 2 Charge Nurses
- 4 Staff Nurses
- 2 Care Assistants
- 2 Clerical Staff

**MNS Team Composition**

- 2 Social Workers in Charge
- 2 Staff Social Workers
- 1 Safety Officer
- 1 Team Support Officer

**Nurse Manager**

- One registered nurse from the response team will serve as the shelter Nurse Manager
- Responsibilities will include:
  - Reviewing the layout established by the Advance Team to determine usage

**Nurse Manager**

- Supervision of all nursing and public health staff
- Overseeing all medical aspects of the shelter
- Ensuring that all shelter supplies and protocols are available

**Charge Nurse**

- A registered nurse will be designated as the Charge Nurse for each 12 hour shift during shelter operations

**Charge Nurse**

- Responsibilities will include:
  - Assigning tasks
  - Directly supervising staff nurses and care assistants
  - Ensuring compliance with protocol and physician orders

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**Staff Nurse**

- Registered Nurses and Licensed Practical Nurses will serve as Staff Nurses under the direct supervision of the Charge Nurse

**Staff Nurse**

- Responsibilities will include:
  - Directing patient care to shelterees in conjunction with the caregiver
  - Assisting with all medical aspects of the shelter

**Care Assistants**

- Clinic Aides and Home Health Aides will be classified as Care Assistants and will be directly supervised by the Charge Nurse

**Care Assistants**

- Responsibilities will include:
  - Providing assistive and personal care for shelterees in conjunction with the caregiver
  - Assisting with all medical aspects of shelter operations

**Clerical Support**

- At least one person will be assigned as clerical and logistical support per shift during shelter operations

**Clerical Support**

- Responsibilities will include:
  - Preparing and maintaining clerical and other administrative supplies
  - Data entry into the People Tracking and Alabama Incident Management (AIMS) systems as well as maintenance of current shelteree rolls

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**Social Worker in Charge**

- If more than one Social Worker is on duty per shift, one will be designated as the Social Worker in Charge

**Social Worker in Charge**

- Responsibilities will include:
  - Supervision of social service and resource referral activities
  - Performance of general social work duties
  - Assisting with all aspects of the shelter

**Social Worker**

- At least one Social Worker will be assigned per shift
  - The day shift may be more heavily staffed

**Social Worker**

- Responsibilities will include:
  - Discharge planning starting upon admission
  - Communicating with outside agencies to address shelteree needs
  - Assisting with aspects of shelter operations

**Safety Officer**

- One team member will be designated as the Safety Officer to ensure that the set-up and operations of the shelter are conducted in the safest manner possible

**Safety Officer**

- Responsibilities will include:
  - Assist with ensuring that the layout is appropriate for shelter operations
  - Ensure that aisles, entrances and exits are free of obstructions or tripping hazards

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**Safety Officer**

- Perform an environmental evaluation or request assistance from area environmentalist
- Be knowledgeable of safety and emergency equipment usage

**Team Support Officer**

- Cares for the team
- Works with the Nurse Manager and Facility Manager to determine staff break and rest areas
- Charges batteries in cell phones, radios and other devices
- Assists team members in preparing personal possessions for the return trip

**Triage**

- Triage should take place **BEFORE** the person requesting shelter is allowed in the care area
- To determine if a person requesting shelter meets the criteria for admission, review the Guidance for Medical Needs Shelter Admission or Referral located on the back of the Medical Needs Shelter Triage Form

**Triage**

- A triage form should be completed on all people seeking shelter, even if they are not admitted

**Admission to MNS**

- Nursing staff will determine if persons presenting to the MNS will be admitted or referred to another facility
- Persons admitted to the MNS should have a caregiver who is familiar with the needs of the person and should be present on admission and throughout the shelter stay

**Admission to MNS**

- In certain situations, a person may be admitted to the MNS without a caregiver if their condition is manageable by the staff and at the discretion of the Nurse Manager

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**Admission to MNS**

- Once a person has been admitted to the MNS, the assessment and care should be conducted in accordance with the MNS nursing protocol and physician orders

**People Tracking**

- Patients admitted to the MNS will be tracked utilizing a computer based program called the People Tracking System located in the Alabama Incident Management System
  - The People Tracking System will register all patients, caregivers and their relations

**People Tracking**

- AT&T Mobile Hotspot MiFi and People Tracking instructions can be found in the Triage / Admission / Operations section of the MNS Manual

**Alabama Incident Management System**

- The Alabama Incident Management System (AIMS) is a web-based program that enables Public Health to provide situational awareness and knowledge acquisition in a healthcare response in one place, in real time

**Alabama Incident Management System**

- AIMS is designed around the Incident Command System (ICS)

**AIMS**

- During a response, the MNS Response Team will be able to provide patient census data, available beds and resources directly to members in the Emergency Operations Center (EOC)

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**AIMS**

- The Response Team will also be able to make requests as it relates to equipment, supplies, staff and other needs

**Donated Food Items**

- The donated food check list will be used by the Safety Officer for all donated food items to determine safety and usage

**Protocol for MNS**

- Purpose of protocol is to provide a standardization of care in the MNS
- The protocol addresses the most common medical emergencies in a MNS

**Protocol for MNS**

- Protocol is located on pages 33 - 90 of the MNS manual
- They are listed in alphabetical order
- If situations arise that fall outside of the protocol, a physician's order will need to be obtained

**Contact Information**

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Nursing Division  
Bureau of Professional and Support Services  
Alabama Department of Public Health



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*Memorandums of  
Understanding*

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*The Memorandum of Understanding for the Medical Needs Shelters signed by all agency heads is entered below:*

Alabama Department of Public Health  
Alabama Department Of Human Resources,  
Alabama Department of Mental Health, American Red Cross  
Alabama Emergency Management Agency/Medical Needs Shelter  
Alabama Community College System

GC-14-179  
MOU

BUREAU NO: CEP-46-MOU-14

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE ALABAMA DEPARTMENT OF PUBLIC HEALTH  
AND  
ALABAMA DEPARTMENT OF HUMAN RESOURCES, ALABAMA DEPARTMENT  
OF MENTAL HEALTH, AMERICAN RED CROSS, ALABAMA COMMUNITY  
COLLEGE SYSTEM, AND  
ALABAMA EMERGENCY MANAGEMENT AGENCY**

This Memorandum of Understanding entered into by and between the **Alabama Department of Public Health**, hereinafter, "ADPH," and **Alabama Department of Human Resources**, hereinafter "ADHR," and **Alabama Department of Mental Health**, hereinafter "ADMH," and **American Red Cross**, hereinafter "ARC," and **Alabama Community College System**, hereinafter "ACCS," and **Alabama Emergency Management Agency**, hereinafter "AEMA," collectively referred to as "the parties," and is effective upon signature of all the parties and is effective for two years. The purpose of the MOU is to establish the responsibilities of each of the above-mentioned agencies in the operation of Medical Needs Shelters (MNS) within the State of Alabama.

**WHEREAS**, the parties will plan and work together to identify potential MNS locations. Once a potential facility is identified, the parties will meet with local representatives and jointly select the facilities to be used.

**WHEREAS**, ADPH shall assure to the extent possible: medical care and equipment including, but not limited to, medical staff, emergency medical services, medical supplies, medical records and archiving of records, cots/beds for medical patients, disposable linens for medical beds, safety staff social services, people tracking capabilities, limited communication equipment, cleaning of medical care areas, and disposal of medical waste.

**WHEREAS**, ADPH does not provide meals. If a MNS patient has a special dietary need (not preference), staff will coordinate with local resources, as available, to provide alternatives to the extent possible.

**WHEREAS**, ADHR shall assure to the extent possible: facility management, and food service coordination, if needed, arranging Memoranda of Understanding with facilities, arranging for opening and closing of the physical facility, facility management including all systems and maintenance, cleaning of interior and exterior of non-medical areas, general food services for shelter staff, patients and families, and social services. ADHR will not provide special meals for patients with specific dietary needs.

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Alabama Department of Public Health  
Alabama Department Of Human Resources,  
Alabama Department of Mental Health, American Red Cross  
Alabama Emergency Management Agency/Medical Needs Shelter  
Alabama Community College System

**WHEREAS**, ACCS to the extent possible shall identify community colleges for medical needs sheltering. Once it has been identified that a MNS at a two year college will be opened, the ACCS representative at the state emergency operations center will notify appropriate college personnel. The college shall have the following college personnel available to the ADPH team: one person to serve as a facility manager to make necessary decisions regarding the facility, and one janitor/housekeeping person to clean and re-supply bathrooms. To the extent possible at each college, supplies such as cots, blankets, and pillows will be provided if these items are previously pre-positioned at the college. Special large medical cots are not available at any of the college sites.

**WHEREAS**, AEMA will assure to the extent possible: shelter security, backup power, cots for staff and patient families, and communication equipment if requested.

**WHEREAS**, ADMH will coordinate to the extent possible; care, at the request of ADPH, AEMA and/or ADHR for individuals with mental health, substance use, and/or developmental disability treatment needs, including staff support, equipment and supplies as available.

**WHEREAS** ARC will provide food services for the shelter staff, patients and families at the request of ADPH or ADHR. Feeding will be the same as other recipients of ARC feeding operations but special meals for patients with specific dietary needs will not be provided. ARC workers will not deliver food when weather conditions make travel dangerous.

The rights, duties, and obligations arising under the terms of this Memorandum of Understanding shall not be assigned by any of the parties hereto without the written consent of all other parties. **Reference Attachment A**

**HIPAA CLAUSE.** This clause is necessitated by the application of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended by the American Recovery and Reinvestment Act of 2009 (Pub. L. No. 111-5) (the "HITECH Act"), any associated regulations and the federal regulations published at 45 CFR parts 160 and 164 (sometimes collectively referred to as "HIPAA"). References to this clause are to the Code of Federal Regulations, hereinafter "CFR."

The parties agree to use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information ("Privacy Rule"). The definitions set forth in the Privacy Rule are incorporated by reference into this Contract (45 C.F.R. §§ 160.103 and 164.501). The parties likewise agree to take all necessary precautions to protect the integrity of electronic protected health information (e-PHI) by complying with the HIPAA Security Rule.

This Memorandum of Understanding is effective upon signature of all parties and continues for a period of two years. The agreement may be canceled at any time by any party providing a thirty (30) day written notice to the other parties.

State of Alabama  
Department of Human Resources

Alabama Department of Public Health  
Alabama Department of Human Resources,  
Alabama Department of Mental Health, American Red Cross  
Alabama Emergency Management Agency/Medical Needs Shelter  
Alabama Community College System

**Parties:**


**Alabama Department of Human Resources**

Signed:   
Nancy T. Buckner  
Commissioner

Date: \_\_\_\_\_

Address:  
50 N. Ripley Street  
Montgomery, AL 36130-1001


**Alabama Department of Mental Health**

Signed:   
Jim Reddoch  
Commissioner

Date: 9-9-14

Address:  
100 N. Union Street  
Montgomery, AL 36130-1410

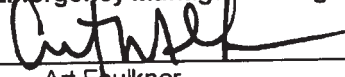
**American Red Cross**

Signed:   
Marcus Newell  
Regional Disaster Program Officer

Date: 8/29/14

Address:  
1130 22<sup>nd</sup> Street S.  
Suite 1000  
Birmingham, AL 35205

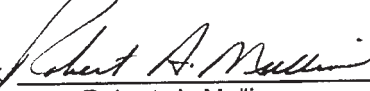
**Alabama Emergency Management Agency**

Signed:   
Art Faulkner  
Director

Date: 10-1-14

Address:  
5898 County Road 41  
Clanton, AL 35046

Alabama Department of Public Health  
*This Memorandum of Understanding has been reviewed as to content*

Signed:   
Robert A. Mullins  
Director of Operations

Date: 10/22/14

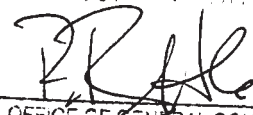
APPROVED:  
Alabama Department of Public Health

Signed:   
Donald E. Williamson, M.D.  
State Health Officer

Date: 12.3.2014

APPROVED AS TO FORM AND  
COMPLIANCE WITH APPLICABLE  
RULES AND REGULATIONS  
DEPT. OF PUBLIC HEALTH

OCT 23 2014

  
OFFICE OF GENERAL COUNSEL

*State of Alabama*  
**Department of Human Resources**

Alabama Department of Public Health  
Alabama Department Of Human Resources,  
Alabama Department of Mental Health, American Red Cross  
Alabama Emergency Management Agency/Medical Needs Shelter  
Alabama Community College System

**Alabama Community College System**

Signed: \_\_\_\_\_

  
Dr. Mark Heinrich  
Chancellor

Date: 9-25-14

Address:  
135 South Union Street  
Montgomery, AL 36104

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**Department of Human Resources**

**Attachment A  
Medical Needs Shelter  
Agency Responsibilities**

<b>Task <sup>1</sup></b>	<b>Agency <sup>2</sup></b>	<b>Delegated To <sup>3</sup></b>
Backup Power	AEMA	
Cleaning (exterior)	ADHR	ACCS for Community College Sites
Cleaning (interior medical & medical waste)	ADPH	
Cleaning (interior non-medical)	ADHR	ACCS for Community College sites
Communication	ALL	
Medical Cots/Beds	ADPH	
Staff and Family Cots	AEMA	
EMS	ADPH	
Facility	AEMA/ADHR	
Facility Management	ADHR	ACCS for Community College sites
Food Service	ADHR	ARC
Heating /Air Conditioning	ADHR	ACCS for Community College sites
Disposable Linens	ADPH	
Maintenance	ADHR	ACCS for Community College Sites
Mental Health Issues	ADMH	
Records Archive	ADPH	
Safety	ADPH	
Security	AEMA	
Social Service Issues	ADPH/ADHR	

1. Each task is inclusive of all elements required to fulfill the task.
2. Responsible agency maintains responsibility whether they meet the task directly or indirectly.
3. Each agency has the option of delegating the task through MOU or MOA to another entity.

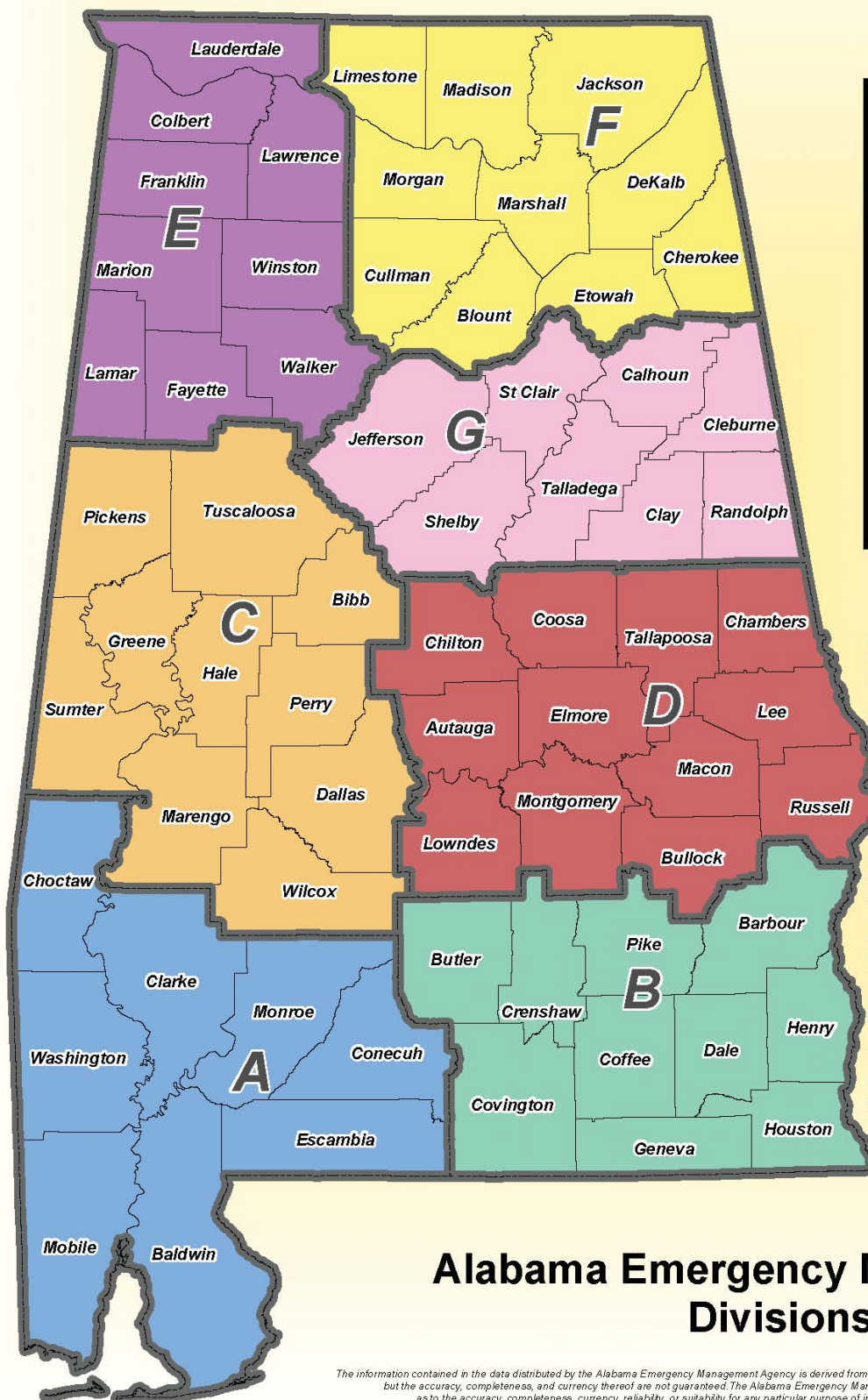
**Partner agencies with specific responsibilities:**

ACCS - Alabama Community College System  
AEMA – Alabama Emergency Management Agency  
ADPH – Alabama Department of Public Health  
ARC – American Red Cross  
ADHR - Department of Human Resources  
ADMH – Alabama Department of Mental Health





## ADPH Contacts for AEMA Division Offices



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Map Effective: 06/26/2014  
Created by: ML Mayo, AEMA GIS

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## Alabama Emergency Management Divisions

The information contained in the data distributed by the Alabama Emergency Management Agency is derived from a variety of public and private sector sources considered dependable, but the accuracy, completeness, and currency thereof are not guaranteed. The Alabama Emergency Management Agency makes no warranty, expressed or implied, as to the accuracy, completeness, currency, reliability, or suitability for any particular purpose of information or data contained in or generated from the Alabama Emergency Management Agency Geographic Database. Additionally, neither the Alabama Emergency Management Agency nor any agent, servant or employee thereof assume any liability associated with the use of this data and assume no responsibility to maintain it in any matter or form.

**Memorandum of Understanding**

**Between**

**The American Red Cross**

**and**

**The State of Alabama**

## **I. Purpose**

The purpose of this Memorandum of Understanding ("MOU") is to define a working relationship between The American Red Cross (hereinafter "Red Cross") and The State of Alabama, and its agencies, (hereinafter The State of Alabama), in preparing for and responding to certain disaster situations. This MOU provides the broad framework for cooperation and support between the Red Cross and The State of Alabama in assisting and serving the Alabama citizens who have been impacted by disaster, as well as other services for which cooperation may be mutually beneficial.

## **II. Independence of Operations**

Each party to this MOU will maintain its own identity in providing service. Each organization is separately responsible for establishing its own policies and procedures.

## **III. Authorities**

### **The State of Alabama**

Alabama Code § 31-9-6 provides that the Governor is authorized to prepare a comprehensive plan and program for the emergency management of this state, such plans and program to be integrated and coordinated with emergency management plans of the federal government and of others states to the fullest extent possible. In addition, Ala. Code § 31-9-9 provides that the Governor on behalf of the state is authorized to enter into reciprocal aid agreements or compacts with the federal government.

### **American Red Cross**

The Red Cross provides disaster services pursuant to its Bylaws and other internal policies and procedures as well as its Congressional Charter (USC 36 §§300101-300111). In the Charter, Congress authorized the Red Cross "to carry out a system of national and international relief in time of peace, and apply that system in mitigating the suffering caused by pestilence, famine, fire, floods, and other great national calamities, and to devise and carry out measures for preventing those calamities."

On a local level, the Red Cross responds to all kinds of disasters. The disasters to which the Red Cross responds include any threatening event of such destructive magnitude and force as to dislocate people, separate family members, damage or destroy homes, or injure or kill people. A disaster produces a range and level of immediate suffering and basic human needs that cannot be

promptly or adequately addressed by the affected people and impedes them from initiating and proceeding with their recovery efforts.

In addition to local resources, when events are larger than the local chapter's capacity, regional resources are brought in to augment the local chapter response. In very large events, the Red Cross' national capacity is brought to bear. This includes mass care resources, vehicles, telecommunications equipment, and a trained volunteer workforce of more than 90,000 individuals.

Some disasters are natural disasters, such as floods, tornados, hurricanes, typhoons, winter storms, tsunamis, hail storms, thunderstorms, wildfires, windstorms, epidemics, and earthquakes. Human-caused disasters, which may be intentional or unintentional, include residential fires, building collapses, transportation accidents, hazardous materials releases, explosions, and domestic acts of terrorism. All of these are within the Red Cross mission.

#### **IV. Organization of the American Red Cross**

The national headquarters of the Red Cross is located in Washington, D.C. National headquarters is responsible for implementing policies and procedures that govern Red Cross activities and provides administrative and technical supervision and guidance to the chartered units, which include chapters and blood services regions. Each chapter has certain authority and responsibility for carrying out Red Cross disaster preparedness and response activities, delivering local Red Cross services, and meeting corporate obligations within the territorial jurisdiction assigned to it. Each chapter is familiar with the hazards of the locality and surveys local resources for personnel, equipment, supplies, transportation, emergency communications, and facilities available for disaster relief. The chapter also formulates cooperative plans and procedures with local government agencies and private organizations for relief activities should a disaster occur.

Through its nationwide organization, the Red Cross coordinates its total resources for use in large disasters. In order to provide these services, the Red Cross may call on the Federal, state or local government for assistance when voluntary contributions do not meet the level of need services. These requests may be in the form of direct financial assistance, reimbursement for services, and/or an agreement to purchase necessary commodities to fulfill the needs of citizenry impacted. Services are provided to those in need regardless of citizenship, race, religion, age, sex, or political affiliation. In providing disaster services, the Red Cross follows the Fundamental Principles of the International Red Cross and Red Crescent Movement.

#### **V. American Red Cross Disaster Relief Assistance**

Red Cross emergency assistance is designed to minimize the immediate suffering caused by a disaster by providing food, clothing, shelter, first aid, and other assistance to address basic



human needs. Red Cross emergency assistance may be provided either as mass care, individual assistance, or a combination of the two, depending on the victims' needs. Mass care is provided through any combination of three integrated elements: 1) individual or congregate temporary shelters; (2) fixed or mobile feeding operations, and (3) distribution of relief supplies. Individual assistance is provided to individuals and families through the purchase of needed items and/or services or referrals to other agencies and organizations that offer assistance to disaster victims at no charge. The Red Cross also processes welfare information requests. In addition to emergency assistance, the Red Cross participates in community recovery programs after major disasters.

Red Cross disaster response activities vary depending upon the nature and scope of the required response, as follows:

*Mass Casualty Incidents:* Mass casualty incidents are usually the result of transportation accidents, fires in high-occupancy structures, industrial accidents or similar disasters. In mass casualty disasters, the Red Cross closely coordinates with the authorities at the scene (including firefighters, police, and government agencies) and representatives of the owner/operator. Depending on the nature and scope of the disaster, the needs of the victims and workers, and the response of the owner/operator, the Red Cross may engage in a number of activities to assist victims, survivors, families of victims or survivors, emergency workers or others. These services include but are not limited to shelter, food, basic first aid, and mental health services.

*Aviation Disasters:* The Red Cross has a special role in major aviation disasters. Under the provisions of the Aviation Disaster Family Assistance Act of 1996 (P.L. 104-264), airlines, the National Transportation Safety Board (NTSB), and a "designated independent nonprofit organization" were given specific responsibilities with regard to coordinating the emotional care and support of the families of passengers involved in aviation disasters. The NTSB, as part of its Federal Family Assistance Plan for Aviation Disasters, has designated the Red Cross as the organization responsible for Family Care and Mental Health. The Red Cross has accepted this role and has specially trained staff on call on its "Critical response Team" (CRT) who initiate support within hours of a request from the NTSB for services.

*Hazardous Material Situations:* When an actual or potential hazardous material situation results in an evacuation, the Red Cross provides emergency mass care until families can return home. If public authorities deem it necessary for families to relocate permanently, the Red Cross works with other community organizations to provide temporary mass care or casework assistance.

The American Red Cross does not provide disaster assistance where government officials or agencies require building evacuation as a result of chronic deferred maintenance, code violations, radon contamination or fire hazards. The Red Cross coordinates with public health authorities with respect to health concerns and the possible need for decontamination, but the Red Cross does not engage in decontamination activities. If the Red Cross is operating evacuation shelters, evacuees and workers must undergo any necessary decontamination before they are admitted to the shelter as determined by state and local government officials.

*Nuclear Facility or Transportation Accidents:* In the event of an evacuation due to a nuclear power plant accident or transportation accident involving radioactive materials, the Red Cross provides mass care services for the evacuees and emergency workers. The Red Cross coordinates with public health authorities with respect to health concerns and the possible need for decontamination, but the Red Cross does not engage in decontamination activities. If the Red Cross is operating evacuation shelters, evacuees and workers must undergo any necessary decontamination before they are admitted to the shelter.

*Civil Disorder:* Situations involving civil disorder — such as riots or hostage incidents — are not within the usual scope of the Red Cross's disaster relief activities. Nevertheless, when basic human needs are not being met as a result of civil disorder, the Red Cross may participate in community actions to supplement the efforts of civil authorities by providing mass care and other services upon request of appropriate government authorities if Red Cross resources are available. The Red Cross will provide services only in a safe and secure area.

*Catastrophic Incident:* A catastrophic incident, as defined by the National Response Framework, is any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage or disruption, and severely affects the population, infrastructure, environment, economy, national morale and/or government functions. A catastrophic incident results in sustained national effects over a prolonged period. In a catastrophic incident or other mass care incident resulting in activation of the National Disaster Medical System (NDMS), the Red Cross will work closely with appropriate state and local government and non-government partners to provide mass care, including shelter, feeding, first aid, and other assistance to address basic human needs in a safe environment.

*Repatriation of U.S. Citizens and Dependents:* During the emergency repatriation of U.S. citizens and dependents evacuated from foreign countries during emergencies, the Red Cross will, at designated ports of entry, cooperate with federal, state, local and voluntary agencies involved with their reception, temporary care and onward transportation, to provide shelter, feeding and basic first aid among other services.

*Medical Needs Facilities:* Management of medical needs facilities is beyond the scope of services allowed by American Red Cross Disaster Health Services Protocols. At the request of appropriate public health officials, local Red Cross units *may* provide limited feeding support to medical needs facilities, provided resources are available for such support without interfering with other service delivery. This feeding support will be the same as other recipients of American Red Cross feeding operations. If the local American Red Cross chapter, County EMA and the local Public Health Department decide to co-locate a medical needs facility with an American Red Cross shelter, the American Red Cross will supply all residents with an equal basic level of service. Any specialized medical equipment or dietary items needed by patients in the medical needs facility, even if co-located with an American Red Cross shelter, are the responsibility of the individual or the Public Health Department. Management of the medical needs section of the building remains with the Department of Human Resources or Public Health Department. It is agreed and understood that the doctors and other medical staff who work with patients in these units are under the guidelines of the Public Health Department and that any liability incurred as a



result of their performance or failure to perform would not be the responsibility of the American Red Cross.

*Hurricane Evacuation:* As part of its mission, the American Red Cross will, to the best of its ability, provide sheltering and feeding services to hurricane evacuees. The American Red Cross will closely cooperate with the Department of Human Resources (DHR) and community based organizations to provide mass care services. If the number of evacuees is sufficient to overwhelm American Red Cross resources, the American Red Cross *may* request direct DHR support in providing staff at shelters.

*Other Events or Situations:* In the event of other unforeseen events or situations in which human suffering is involved, the Red Cross will coordinate with appropriate government and non-government partners to provide mass care, including shelter, feeding, first aid, and other assistance to address basic human needs, as resources are available to assist.

## **V. Role of The State of Alabama in Disaster Response Activities**

Ala. Code § 31-9-4(d) provides that the Director of the Alabama Emergency Management Agency is responsible to the Governor for carrying out the program of emergency management in this state. The director is responsible for coordinating the activities of all organizations of emergency management within this state, and shall maintain liaison with emergency management agencies and organizations of the federal government.

The Governor is authorized and empowered to prepare a comprehensive plan and program for emergency management, such plans to be integrated and coordinated with the emergency management plans of the federal government to the fullest extent possible. In addition, the Governor is authorized and empowered to coordinate the preparation of plans and programs for emergency management by the political subdivisions of this state, such plans to be integrated into and coordinated with the emergency management plans and programs of this state, to the fullest extent possible. The State of Alabama Emergency Management Agency has been designated by the Legislature and the Governor as the coordinating agency for disaster operations. In conducting such operations, the State of Alabama Emergency Management Agency will encourage all State agencies and local government to work cooperatively with disaster relief agencies as established by laws of The State of Alabama and the United States.

The Director of the Alabama's Emergency Management Agency is responsible by statute and Governor's executive order for coordinating the emergency activities of all state department and agencies with local governments, private agencies, organizations, federal agencies and other state governments for both peacetime emergency and disaster situations, and situations resulting from war-caused actions. These activities include hazard mitigation, preparedness, response and recovery operations. These actions are detailed in the State Emergency Operations Plan (EOP) and its annexes, the State Radiological Emergency Response Plan, and other emergency plans.

## **VII. Cooperative Actions**

The Red Cross and the State will coordinate in rendering their respective disaster relief activities in the following manner:

1. Maintain close coordination, liaison, and support at all levels of both the ARC and The State of Alabama by conferences, meetings, telephone, facsimile, e-mail, and other means. Include a representative of the other party in appropriate committees, planning groups and task forces formed to mitigate, prepare for, respond to, and recover from disasters and other emergencies. Develop joint Standard Operating Procedures for notification of disaster and emergency situations.
2. Keep each other informed of and during disaster and emergency situations, the human needs created by the events, and the actions they have taken regarding service delivery. Share current data regarding disasters, disaster declarations, and changes in applicable legislation.
3. During a disaster or emergency situation the Red Cross will, as appropriate at the request of the Alabama Emergency Management Agency, provide liaison personnel to The State of Alabama's Emergency Operations Center and any local Emergency Operations Centers during a disaster. The Alabama Emergency Management Agency will provide work space and, whenever possible, other required support, such as a computer, e-mail access and a designated phone line for the Red Cross liaison personnel assigned to The State of Alabama Emergency Operations Center. The local government will be responsible for providing work space and whenever possible, other required support, such as a computer, e-mail access and a designated phone line for the Red Cross liaison personnel assigned to any local Emergency Operations Center.
4. The American Red Cross, as a support agency for Mass Care in The State of Alabama Emergency Operations Plan, will cooperate with the Department of Human Resources, the primary agency for Mass Care (ESF 6), in providing sheltering and feeding services to persons displaced from their homes. The Red Cross will work closely with DHR staff at the State EOC to ensure that logistical support requests which DHR supports and submits to FEMA for federal assistance accurately reflect items the Red Cross needs to continue to provide services during an Incident of National Significance as designated by the President of the United States. The State of Alabama will ensure that requested supplies reach Red Cross facilities in a timely manner once they are received by the state.
5. During the time of disaster and readiness, keep the public informed of the cooperative efforts through the public information offices of the ARC and The State of Alabama.
6. The State of Alabama recognizes that the Red Cross is dependent upon voluntary public financial donations. In accordance with applicable laws and regulations, The State of Alabama will support the Red Cross and work together, as appropriate, to acquire necessary resources and identify funding sources that increase state capacity to respond to

disasters and emergencies.

7. Allocate the responsibility for joint expenses, cost reimbursed expenses, fee for service, or other mutually agreed upon reimbursable process only in writing and only in advance of any commitment.
8. Advocate for programs and public policy/decisions, when appropriate, designed to mitigate disaster damage and loss of life in The State of Alabama.
9. Encourage mutual participation and coordination to maximize timely and comprehensive services to the community and mitigate duplication of efforts.
10. Actively seek to determine other areas, projects, and services within the Red Cross and The State of Alabama where cooperation and support will be mutually beneficial with jointly defined goals and objectives.
11. Use or display the name, emblem, or trademarks of the American Red Cross or The State of Alabama only in the case of defined projects and only with the prior express written consent of the other organization.
12. Make training, educational and other developmental opportunities available to the other party's personnel and explore joint training and exercises. Encourage all staff and volunteers to engage in training and exercises, as appropriate.
13. Explore opportunities for collaboration to provide community, family, and citizen disaster preparedness within The State of Alabama.
14. Allow the use of each other's facilities, as available and if agreed upon in writing, for the purpose of preparedness training, meetings and response and recovery activities.
15. Widely distribute this MOU within the Red Cross' and The State of Alabama's departments and administrative offices and urge full cooperation.
16. American Red Cross will assist The State of Alabama in maintaining a statewide database of potential shelter locations by providing information on American Red Cross shelter facility agreements in the National Shelter System.
17. American Red Cross will develop and maintain a relationship with the Governor's Office of Faith Based and Community Initiatives and Alabama VOAD to facilitate cooperation before, during and after disasters.
18. The State of Alabama, based on its resources, and if deemed to be in the best interest of Alabama residents, may provide material support to shelters and feeding operations managed by the American Red Cross during normal disaster response situations. For Incidents of National Significance, resource needs above and beyond what the State can

provide will be quickly worked through the FEMA logistics system to ensure that mass care services can continue to be provided by the American Red Cross.

**Examples of additional Cooperative Actions (as applicable):**

- The State of Alabama's specific Disaster Leave Law, Acts, or Executive Orders.
- The ARC will support The State of Alabama in integrating the efforts of the non-governmental organizations (NGOs) that provide mass care services during response operations.
- The ARC will assist in the State response to emergencies and disasters with responsibilities in support of Emergency Support Function (ESF) 6, 8, etc.
- The ARC will, as appropriate, at the request of The State of Alabama assist the State mass care lead agency in mass care planning and response coordination with other non-governmental organizations (NGOs).
- Jointly develop plans, protocols and procedures to maximize sharing and utilization of nursing staff at ARC shelters and other State of Alabama emergency sites.

**VIII. Periodic Review**

The parties will, on an annual basis, on or around the anniversary date of this MOU, jointly evaluate their progress in implementing this MOU and revise and develop new plans or goals as appropriate.

**IX. Term and Termination.**

This MOU is effective as of September 15, 2010. It expires on September 15, 2015. Six months prior to expiration, the parties will meet to review the progress and success of the cooperative effort. In connection with such review, the parties may decide to extend this MOU for an additional period not exceeding five years, and if so shall confirm this in a signed writing. This MOU may be terminated by written notification from either party to the other at any time and for any reason or for no reason.

**X. Miscellaneous**

This MOU does not create a partnership or a joint venture. Neither party has the authority to bind the other to any obligation. It is not intended that this MOU be enforceable as a matter of law in any court or dispute resolution forum. The sole remedy for non-performance under this

MOU shall be termination, with no damages or penalty.

Signature page follows.



The State of Alabama

By: Bob Riley  
(Signature)  
Name: Bob Riley  
Title: Governor  
Date: \_\_\_\_\_

The American Red Cross

By: Gail McGovern  
(Signature)  
Name: Gail McGovern  
Title: Chief Executive Officer  
Date: 12/16/10

Alabama Emergency Management Agency

By: Brock Long  
(Signature)  
Name: Brock Long  
Title: Director  
Date: 11-16-10

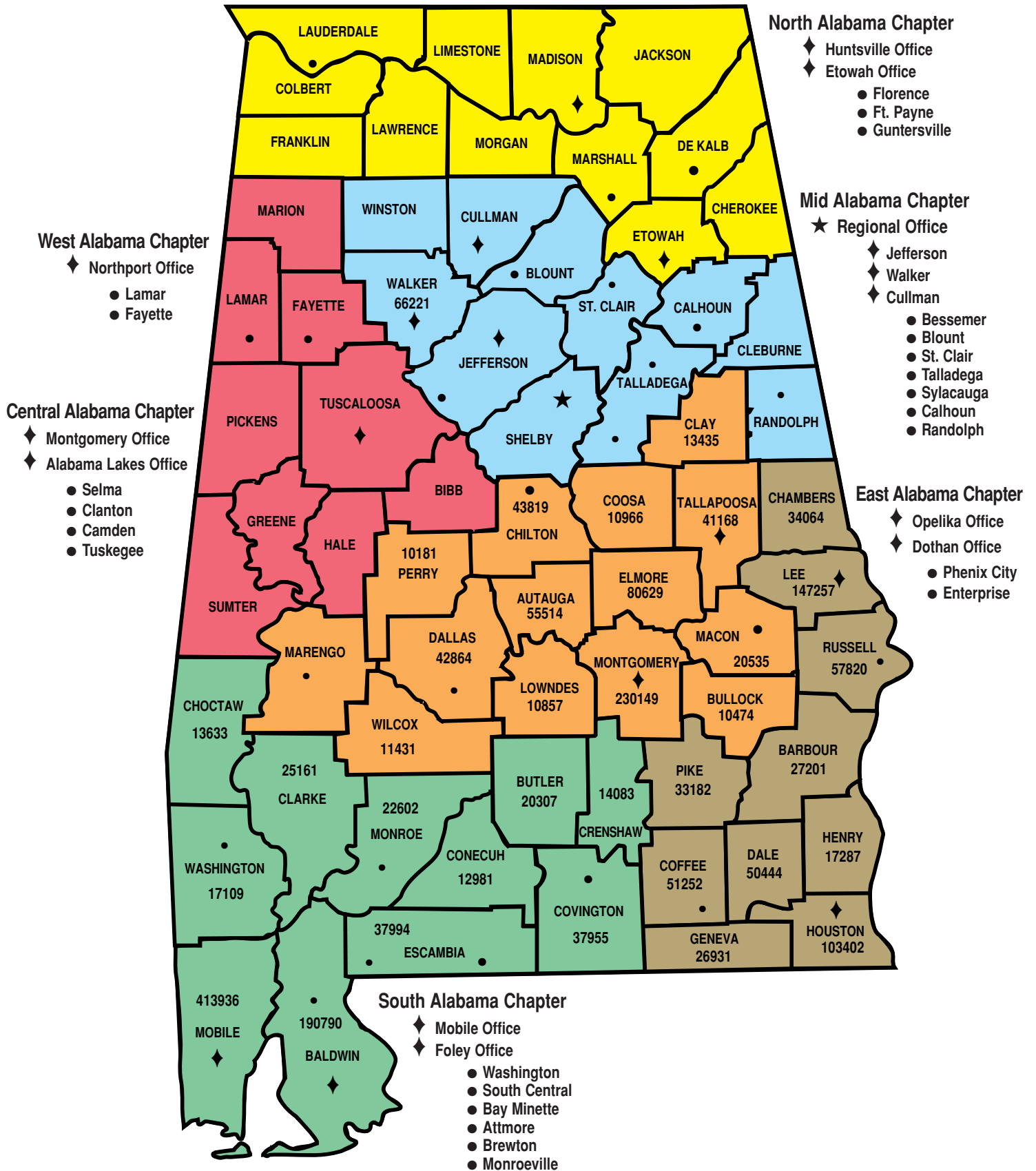
Alabama Department of Human Resources

By: Nancy Buckner  
(Signature)  
Name: Nancy Buckner  
Title: Commissioner  
Date: \_\_\_\_\_

Governor's Office of Faith-Based and  
Community Initiatives

By: Sydney Hoffman  
(Signature)  
Name: Sydney Hoffman  
Title: Director

# ALABAMA REGION



## State Divisions/Red Cross Chapters

Red Cross Chapter	Red Cross Disaster Program Manager	Phone	Email	Counties	State Division Coordinator	Phone	Email
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	Shirley Crutcher	(256) 656-0524	<a href="mailto:shirley.crutcher@redcross.org">shirley.crutcher@redcross.org</a>	Limestone, Madison, Jackson, DeKalb, Marshall, Morgan, Etowah, Cherokee	F - Ricky Little	888-296-9705	<a href="mailto:ricky.little@ema.alabama.gov">ricky.little@ema.alabama.gov</a>
Mid Alabama	Matt Carrier	(256) 689-0328	<a href="mailto:matt.carrier@redcross.org">matt.carrier@redcross.org</a>	Winston, Walker	E - Tony Wingo	888-219-5240	<a href="mailto:tony.wingo@ema.alabama.gov">tony.wingo@ema.alabama.gov</a>
	Matt Carrier	(256) 689-0328	<a href="mailto:matt.carrier@redcross.org">matt.carrier@redcross.org</a>	Cullman, Blount	F - Ricky Little	888-296-9705	<a href="mailto:ricky.little@ema.alabama.gov">ricky.little@ema.alabama.gov</a>
	Matt Carrier	(256) 689-0328	<a href="mailto:matt.carrier@redcross.org">matt.carrier@redcross.org</a>	Jefferson, St. Clair, Calhoun, Cleburne, Shelby, Talladega, Randolph	G - Larry Patterson	(334) 328-2846	<a href="mailto:larry.patterson@ema.alabama.gov">larry.patterson@ema.alabama.gov</a>
Central Alabama	Grover Henry	(334) 313-9848	<a href="mailto:grover.henry@redcross.org">grover.henry@redcross.org</a>	Perry, Dallas, Wilcox, Marengo	C - Don Hartley	888-222-8415	<a href="mailto:don.hartley@ema.alabama.gov">don.hartley@ema.alabama.gov</a>
	Grover Henry	(334) 313-9848	<a href="mailto:grover.henry@redcross.org">grover.henry@redcross.org</a>	Chilton, Coosa, Tallapoosa, Autauga, Elmore, Macon, Lowndes, Montgomery, Bullock	D - Chris Newton	205-287-1105	<a href="mailto:chris.newton@ema.alabama.gov">chris.newton@ema.alabama.gov</a>
	Grover Henry	(334) 313-9848	<a href="mailto:grover.henry@redcross.org">grover.henry@redcross.org</a>	Clay	G - Larry Patterson	(334) 328-2846	<a href="mailto:larry.patterson@ema.alabama.gov">larry.patterson@ema.alabama.gov</a>
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	Marty Nelson	(205) 739-8501	<a href="mailto:marty.nelson@redcross.org">marty.nelson@redcross.org</a>	Chambers, Lee, Russell	D - Chris Newton	205-287-1105	<a href="mailto:chris.newton@ema.alabama.gov">chris.newton@ema.alabama.gov</a>
South Alabama	Lance Hoggatt	(251) 533-0207	<a href="mailto:lance.hoggatt@redcross.org">lance.hoggatt@redcross.org</a>	Choctaw, Clarke, Monroe, Conecuh, Escambia, Baldwin, Mobile, Washington	A - Kyle Eskridge	205-287-1171	<a href="mailto:kyle.eskridge@ema.alabama.gov">kyle.eskridge@ema.alabama.gov</a>
	Lance Hoggatt	(251) 533-0207	<a href="mailto:lance.hoggatt@redcross.org">lance.hoggatt@redcross.org</a>	Butler, Crenshaw, Covington	B - Jessica Schweiger	205-287-1043	<a href="mailto:jessica.tomlin@ema.alabama.gov">jessica.tomlin@ema.alabama.gov</a>
West Alabama	Tina Graves	(205) 572-9453	<a href="mailto:tina.graves@redcross.org">tina.graves@redcross.org</a>	Pickens, Tuscaloosa, Greene, Sumter, Hale, Bibb	C - Don Hartley	888-222-8415	<a href="mailto:don.hartley@ema.alabama.gov">don.hartley@ema.alabama.gov</a>
	Tina Graves	(205) 572-9453	<a href="mailto:tina.graves@redcross.org">tina.graves@redcross.org</a>	Marion, Lamar, Fayette	E - Tony Wingo	888-219-5240	<a href="mailto:tony.wingo@ema.alabama.gov">tony.wingo@ema.alabama.gov</a>
DDSRD	Donna Weise	(404) 858-7079	<a href="mailto:donna.weise@redcross.org">donna.weise@redcross.org</a>				
RDO	Marc Newell	(205) 966-8797	<a href="mailto:marcus.newell@redcross.org">marcus.newell@redcross.org</a>				

### EOC Locations

Div A: Primary = University of South AL  
 Div B: Primary = Troy University  
 Div C: Primary = Fire College  
 Div D: Primary = Auburn University  
 Div E: Primary = Bevill State Community College (Walker Co)  
 Div F: Primary = NE Alabama Community College  
 Div G: Primary = Jacksonville State University



*State of Alabama*  
**Department of Human Resources**

TAB A. State of Alabama FUNCTIONAL ASSIGNMENTS		EMERGENCY SUPPORT FUNCTION	1. TRANSPORTATION	2. COMMUNICATIONS	3. PUBLIC WORKS & ENGINEERING	4. FIRE FIGHTING	5. EMERGENCY MANAGEMENT	6. MASS CARE, EMERGENCY ASSISTANCE, HOUSING AND HUMAN SERVICES	7. RESOURCE SUPPORT AND LOGISTICS MANAGEMENT	8. PUBLIC HEALTH AND MEDICAL SERVICES	9. SEARCH AND RESCUE	10. OIL AND HAZARDOUS MATERIALS RESPONSE	11. AGRICULTURE AND NATURAL RESOURCES	12. ENERGY	13. PUBLIC SAFETY AND SECURITY	14. LONG-TERM COMMUNITY RECOVERY	15. EXTERNAL AFFAIRS
P = Primary S = Support C = Coordinating																	
State Agency																	
ABC							S		S						S		
ACJIC							S	S	S						S		
ADECA							S	S	S					P		S	
ADEM			S		S		S		S	S		P	S				
AEMA			P	P	P	S	P	S	P	S	P	S	S	S		S	P
Agriculture and Industries			S			S	S	S	S			S	P	S		S	S
Alabama Broadcasters Association				S			S		S								S
Alabama Power Company							S		S					S			S
Alabama Sheriff’s Association							S		S		S				S		
American Red Cross							S	S	S								S
Alabama Rural Water Association					S												
Board of Funeral Services							S		S	S	S						
Board of Pardons and Paroles							S		S						S		
Civil Air Patrol			S	S			S		S		S						
Conservation and Natural Resources, Dept. of			S	S	S	S	S		S		S	S	S		S		
Corrections, Department of			S	S	S	S	S	S	S		S				S		
Education, Department of			S				S	S	S				S				
Electric Cities of Alabama														S			
Finance, Department of			S	S			S		S					S		S	
Forensic Sciences, Department of							S		S	S	S						
Forestry Commission			S	S	S	P	S		S		S				S		
Governor’s Office							S	S	S					S		P	P
Homeland Security (AL), Department of				S			S	S	S						S		S
Human Resources, Department of							S	P	S	S			S	S		S	
Insurance, Department of						S	S		S			S					
LPG Board							S		S			S		S			
Mental Health, Department of							S	S	S	S							
National Guard (Alabama)			S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Postsecondary Education, Department of			S				S	S									
Public Health, Department of					S	S	S	S	S	P		S	S				S
Public Safety, Department of			S	S	S	S	S	S	S	S	S	S		S	P	S	S
Public Service Commission			S				S		S					S	S	S	
RACES/ARES				S			S		S								
Rural Electric Co-ops							S		S					S			
Salvation Army							S	S									
Senior Services, Department of							S	S	S								
Tennessee Valley Authority							S		S					S			
Transportation, Department of			P	S	P	S	S	S	S		S						
Veterans Affairs (AL) Department of								S									
Youth Services, Division of								S									

*State of Alabama*  
**Department of Human Resources**  
**Emergency Support Function #6**  
**Mass Care, Housing, and Human Services**

**Emergency Support Function Annex for ESF # 6 (Mass Care, Emergency Assistance, Housing and Human Services) to the State of Alabama Emergency Operations Plan (EOP)**

**Emergency Support Function #6 Mass Care, Emergency Assistance, Housing, and Human Services**

**Primary Agency:** Alabama Department of Human Resources

**Support Agencies:** Alabama Emergency Management Agency  
American Red Cross  
Alabama Department of Agriculture and Industries  
Alabama Department of Corrections  
Alabama Department of Economic and Community Affairs  
Alabama Department of Education  
Alabama Department of Homeland Security  
Alabama Department of Mental Health  
Alabama Department of Postsecondary Education /  
The Alabama Community College System  
Alabama Department of Public Health  
Alabama Department of Public Safety  
Alabama Department of Senior Services  
Alabama Department of Transportation  
Alabama Department of Veterans Affairs  
Alabama Department of Youth Services  
Alabama National Guard  
Alabama Volunteer Organizations Active in Disasters  
Governor's Office on Disability  
Governor's Office of Faith-Based and Community  
Initiatives  
The Salvation Army

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**I. Introduction**

**A. Purpose**

Emergency Support Function (ESF) #6 – Mass Care, Emergency Assistance, Housing, and Human Services supports State, local, and tribal governments, and voluntary agency efforts to address the mass care, emergency assistance, housing, and human services needs of individuals and/or households impacted by disasters, and emergencies.

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**B. Scope**

1. The policies and concepts of this annex apply to State departments and agencies, the American Red Cross (ARC), The Salvation Army (TSA), and the Alabama Volunteer Organizations Active in Disasters (VOAD) following emergencies or disasters that exceed the local response and recovery capabilities.
2. The type and focus of ESF #6 support may vary depending on the magnitude and type of event, and the stage of the response and recovery efforts.
3. This annex promotes individual and household response and recovery efforts based on the disaster or incident priorities to include economic assistance and other services for people who were impacted by the disaster.

**a. Mass Care Function**

This function includes sheltering, feeding operations in shelters, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members. The Alabama Department of Human Resources (DHR), in its role as ESF #6 lead, coordinates closely with the Alabama Emergency Management Agency and other State, local, and voluntary agencies to provide mass care resources to support and augment mass care capabilities.

**(1) Shelter:** Sheltering includes the use of designated shelter sites in existing structures within the affected area(s), as well as additional sites designated by the State and local governments. State shelter sites will be selected to maximize accessibility for individuals with disabilities. Sheltering may also include the use and/or creation of temporary facilities or shelters, and the use of similar facilities outside of the affected area(s) in the disaster-impact area should evacuation be necessary.

**(2) Feeding:** Feeding includes the combination of fixed sites, mobile feeding units, and bulk distribution sites to provide standard feeding to victims and emergency workers in shelters.

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**(3) Emergency First Aid:** Emergency first aid includes providing basic first aid to victims and workers at mass care shelters and other designated sites, and referral to appropriate medical personnel and facilities within the impacted area. This service is supplemental to emergency health and medical services.

**(4) Disaster Welfare Information:** The collecting and provision of information regarding individuals residing within the affected area to immediate family members outside the affected area through the Red Cross Disaster Welfare Information (DWI) system is another capability.

**(5) Bulk Distribution:** The responsibilities and requirements for the bulk distribution of emergency relief items will be identified and addressed in ESF#7 – Logistics Management and Resources Support Annex.

**b. Emergency Assistance Function**

This function includes the coordination and provision of aid required by individuals, families, and communities to ensure that immediate needs beyond the scope of “traditional” mass care are augmented and fulfilled.

**(1) Mass Evacuation:** Members of the ESF #6 and supporting Branches may provide staff to support local and tribal authorities with mass evacuation. ESF #6 mass evacuation activities and requirements are identified and addressed in the Mass Evacuation Incident Annex to the *NRF*, as well as the *Mass Evacuation Support Annex to the State of Alabama EOP*.

**(2) Facilitated Reunification:** Provides Disaster Welfare Information (DWI) to aid in the reunification of family members within the affected area(s) who were separated at the time of the disaster. Tracking, locating, registering, and reuniting evacuees and survivors are activities performed at local, State, and Federal levels.

**(3) Household Pets and Service Animals:** ESF #6 ensures coordination of mass care services to provide for the safety and well-being of household pets and service animals during evacuations and sheltering. ESF #8 and ESF #11 - Agriculture and Natural Resources will ensure support to ESF #6 through an integrated response. ESF #11, under

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ESF #6, coordinates support services for household pets and service animals during disasters. When requested, ESF #6 will collaborate with ESF #8 and ESF #11 to ensure coordination of support to household pets and service animals. The emergency response community recognizes the varying and special requirements of individuals that require and utilize service animals and is committed to ensuring that the physical and mental health needs of these individuals are appropriately addressed and that the individuals and service animals remain together to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services and in accordance with the requirements of the ADA.

**(4) General, Specialized, Medical, and Nonconventional Shelters:** ESF #6 will provide assistance, resources, and technical assistance in support of local and tribal governments and VOLAGs when conventional and nonconventional congregate care systems and shelter-in-place activities are in need of additional resources as determined by the State. Congregate care facilities are accessible to individuals with disabilities, whenever possible.

Nonconventional sheltering may include:

- Hotels, motels, and other single-room facilities.
- Temporary facilities such as tents, prefab module facilities, trains, and ships.
- Specialized shelters and functional and medical needs shelters (through coordination with ESF #8).
- Support for other specialized congregate care areas that may include respite centers, rescue areas, and decontamination processing centers.

**(5) Support to Unaffiliated Volunteers and Unsolicited Donations:** Support to National and Alabama Voluntary Organizations Active in Disaster (National and Alabama VOAD), the Governor's Office of Faith-Based and Community Initiatives (GFBCI), and international relief organizations to support the efforts of local voluntary agencies and faith-based organizations to manage donations which includes the following:

- A database system to manage and record offers of donated goods and services.
- Warehouse support for housing unsolicited donated goods.

ESF 6-4

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- Coordination of unsolicited private and international donations.

**(6) Voluntary Agency Coordination:** ESF #6 works in concert with local and tribal governments, VOLAGs, faith-based organizations, and the private sector to facilitate an inclusive, multiagency, communitywide, and coordinated response and recovery effort.

ESF #6 works with local officials, private nonprofit organizations, and others to establish a long-term recovery strategy to address the unmet needs of individuals and families, including those with special needs. ESF #6 may also coordinate with the National and Alabama VOADs, GFBCI, and international relief organizations to support the efforts of local voluntary agencies and faith-based organizations.

ESF #6 coordinates among nontraditional and newly formed voluntary agencies, existing social service agencies, and other government agencies with formal coalitions such as VOAD and Long-Term Recovery Committees. Nontraditional voluntary agencies include disaster response or recovery service providers that have not been involved with the planning and coordination efforts prior to a particular event. New voluntary agencies include groups that form in response to a particular event.

**c. Housing Function**

This function provides for short-term and long-term housing assistance to disaster victims as further defined and discussed in the National Disaster Housing Strategy, including (but not limited to):

- (1) The identification of various factors that could impact the housing mission and development of a plan of action to provide housing assistance in the most effective, expedited, and efficient manner available.
- (2) The identification of housing needs and the development and implementation of short- and long-term housing solutions for victims.
- (3) The provision of information on housing assistance available in the form of grants, rental assistance, temporary

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housing, and/or loans for the restoration of primary residences.

**d. Human Services Function**

This function supports assistance for the immediate personal needs of disaster victims such as (but not limited to) the following:

(1) Supports a coordinated system to address victims' disaster-related recovery efforts through crisis counseling, mental health and substance abuse services.

(2) Coordinates with the local jurisdictions to assess the situation and determine the appropriate use of available resources.

(3) Coordinates and identifies special needs populations within the impacted area to include people who are elderly, non-English speaking people, and people with disabilities.

(4) Coordinates efforts to support voluntary organizations responding to incidents.

(5) Works with the local, State and Tribal governments, and others to coordinate collecting, processing, and distributing donations; manage spontaneous volunteer issues, and supervise volunteer workers.

(6) Assists communities with immediate, short- and/or long-term counseling for individuals, households, and groups dealing with the anxieties, stress, and trauma associated with an Incident of National Significance or other emergencies.

**II. Policies:** The underlying principles for the role of the State Government and supporting nongovernmental and voluntary organizations operating at the State, Local, Tribal, or field level include:

- A. Activating, as needed, in anticipation of, or immediately following, a disaster emergency, or widespread incident.
- B. Implementing mass care, housing activities and human services programs without regard to economic status, racial, religious, political, ethnic, or other affiliation.



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- C. Supporting all ESF #6 activities and services in accordance with existing State and Federal statutes, rules, and regulations.
- D. Supporting State and Federal agencies providing response and recovery assistance under independent authorities to the State, local, and Tribal governments, individuals, and the private sector.
- E. Coordinating activities and assessments to determine need for additional assistance through the ESF.
- F. Assigning staff support to ESF #6 to work in accordance with parent agency policies and procedures.
- G. Coordinating recovery and mitigation assistance to provide efficient and effective response and recovery benefits, ensure that duplicate benefits are not awarded and to support State, local, and Tribal planning efforts.

**III. Concept of Operations**

**A. General/Overview**

- 1. An emergency or disaster incident may severely damage or disrupt access to homes, businesses, transportation systems, communication systems, etc., throughout the impacted area. Initial response activities focus on meeting urgent needs of disaster victims on a mass care basis.
- 2. During response and recovery activities, ESF #6 provides support based on incident-related needs and priorities.
- 3. Requests for assistance are channeled from local jurisdictions through a designated State liaison to ESF #6 for action.
- 4. Recovery efforts are initiated concurrently with response activities.
- 5. Emergency management agencies and volunteer organizations coordinate response and recovery efforts.

**B. Organization**

**1. State**

- a. Response operations for an emergency or disaster incident or other significant event normally begin when the Emergency Operations Plan (EOP) is implemented.



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- b. AEMA selectively activates ESFs based on the nature and scope of the incident and the State resources required to support County, local, and Tribal responses.
- c. ESF #6 Primary and Support Agencies are available on a 24-hour basis for the duration of the emergency response period.
- d. ESF response includes deployment of staff with State Emergency Response Team (SERT) to the State Emergency Operations Center (SEOC) at the AEMA building in Clanton, Alabama.

**2. Local**

- a. The local-level response structure comprises representatives on the Regional Support Team (RST) and representatives on the SERT-A, when deployed. When fully operational, the regional-level response structure includes the ESF #6 section in the JFO, and Disaster Recovery Centers (DRCs).
- b. Activities in the region commence with the activation of an RST by the AEMA Director. When it is determined that Federal response and recovery assistance is required, a request for deployment of Federal assistance to the incident response location is initiated.
- c. Liaisons to other ESFs and/or related functions are identified and deployed by their respective agencies or departments.
- d. As the JFO becomes operational, regional ESF #6 activities transition from the SERT-A and RST to the JFO, as necessary.
- e. Liaisons from Federal support agencies are available to the ESF #6 section at the RRCC and JFO as necessary, on a 24-hour basis for the duration of the emergency response period.

**C. Actions**

**1. Prevention**

- a. Hazard Mitigation is incorporated into recovery actions.

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- b. Primary and support agencies adhere to EOP reporting requirements.

**2. Preparedness**

The ESF #6 primary and support agencies ensure qualified members are recruited and trained prior to deployment. ESF #6 members participate in State and local response and recovery exercises.

**3. Response**

- a. State ESF #6 response structure:
  - (1) Assesses the situation and forecasts response needs,
  - (2) Provides technical assistance to the local ESF #6 section and SEOC,
  - (3) Coordinates resource requests with State support agencies and SEOC, and
  - (4) Validates resource requests from the local ESF #6 section.
- b. Local ESF #6 section:
  - (1) Establishes communications with the AEMA ESF #6 response structure,
  - (2) Assesses the situation and determines the adequacy of response activities,
  - (3) Provides technical assistance to support incident priorities,
  - (4) Validates requests for resources.
  - (5) Manages the State assistance request process.
  - (6) Provides reports to the State ESF #6 response structure and JFO, and
  - (7) Anticipates future requirements.

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**4. Recovery**

State ESF#6 staff will continue to coordinate furnishing shelter and support to persons displaced during the event until such time that they are able to return to the affected area(s).

**IV. Responsibilities**

**A. Primary Agency**

Provide leadership in directing, coordinating, and integrating overall State efforts in responding to mass care, housing, and human service's needs.

1. The Alabama Department of Human Resources is the lead for response and recovery activities, including housing and human services. DHR provides ESF #6 staff at recovery locations to manage the housing and human service programs.
2. Transition: As incident priorities transition from response to recovery the AEMA ESF #6 Recovery personnel augment the ESF #6 response personnel and accomplish a coordinated transfer of operation support/mission execution. American Red Cross personnel that have been supporting the DHR ESF # 6 unit will provide information on any missions which they have been supporting.
3. Deactivation: As the ESF #6 Recovery staff begins to address recovery-related issues, the ARC ESF #6 staff is deactivated.

**B. Support Agencies**

**1. Alabama Emergency Management Agency**

The Alabama Emergency Management Agency will support DHR and the other partnering agencies with Sheltering and Mass Care functions by providing planning and coordination assistance.

**2. American Red Cross**

The ARC is a principle support agency for ESF 6 mass care activities. When the SEOC is activated, the ARC will provide staff to ESF 6 assignment locations at the SEOC.

**3. Alabama Department of Agriculture and Industries**

The Agriculture Homeland Security Section, through ESF 11, is responsible for ensuring that Alabama agriculture is as secure as

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possible. This section also manages the Alabama State Agriculture Response Team (SART), which collectively coordinates and manages agriculture emergencies for the department through State employees, private sector employees, and volunteers throughout the State. SART works closely with other agencies to develop plans and protocols that allow for agriculture emergency response to occur, such as developing State disaster animal shelters.

Coordinating with ESF 6 ensures coordination of mass care services to provide for the safety and well-being of household pets and service animals during evacuations and sheltering. ESF 8 and ESF 11 will ensure support to ESF 6 through an integrated response. ESF 11, under ESF 6, coordinates support services for household pets and service animals during disasters. When requested, ESF 6 will collaborate with ESF 8 and ESF 11 to ensure coordination of support to household pets and service animals. The emergency response community recognizes the varying and special requirements of individuals that require and utilize service animals and is committed to ensuring that the physical and mental health needs of these individuals are appropriately addressed and that the individuals and service animals remain together to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services and in accordance with the requirements of the ADA.

**4. Alabama Department of Corrections**

The Alabama Department of Corrections is essentially self-supporting in that they self-evacuate and shelter the inmates. Corrections can also provide inmates to use as a labor force to clear roadways and debris after storms.

**5. Alabama Department of Economic and Community Affairs (ADECA)**

The ADEC will support DHR and other partnering agencies with Sheltering and Mass Care Disaster Assistance.

**6. Alabama Department of Education**

Provide for use of facilities and staff to assist emergency services/operations.

Provide for use of commodity foods through Child Nutrition Program

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Assist with rehabilitation of disaster victims.

**7. Alabama Department of Homeland Security**

The Department will support DHR and other partnering agencies with Sheltering and Mass Care Functions.

**8. Alabama Department of Mental Health**

Coordinate mental health, substance abuse, and intellectual disabilities treatment through a network of contracted service providers, upon request through SEOC.

Coordinate disaster response crisis counseling services, upon request and to the extent that resources allow, in partnership with service providers, ADPH, and other appropriate organizations.

Coordinate the provision of technical assistance and or staff debriefings through a network of contracted providers.

**9. Alabama Department of Post-Secondary Education/The Alabama Community College System**

Upon the direction of the Governor, activates, provides and supports host facilities at select community colleges for use as emergency shelters in support of mandatory emergency evacuations (Medical Needs Shelters) and host state hurricane evacuation reception operations, under the direction of the Department of Human Resources shelter managers.

**10. Alabama Department of Public Health**

a. Assist, through ESF #8, in locating health and welfare workers to augment personnel assigned to shelters. ESF #8 will have primary responsibility for opening providing medical staff to medical needs shelters, when the State Public Health Officer so directs when there is an identified need.

b. Provide technical assistance for shelter, feeding, and warehouse operations related to food safety, vector control, water supply, and waste disposal.

c. Assist in the provision of medical personnel to do rounds and wellness checks in mass care shelters if needed. To assist with medical and first aid supplies for shelters and first aid stations.

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**11. Alabama Department of Public Safety**

Manage and coordinate the law enforcement aspects of the contra-flow operations, as well as provide law enforcement support during events/incidents.

**12. Alabama Department of Senior Services**

The role of the Alabama Department of Senior Services is advisory in nature on the issues as they pertain to the elderly and persons with disabilities.

Provide support on various topics regarding most at-risk consumers.

Ensure that adequate demographics are collected for reporting purposes, i.e., seniors and persons with disabilities as a percentage of the general population.

**13. Alabama Department of Transportation**

The Alabama Department of Transportation is responsible for the highway infrastructure and supports all agencies involved in Sheltering and Mass Care.

**14. Alabama Department of Veterans Affairs**

The Alabama Department of Veterans Affairs does not provide sheltering services, but consults and supports DHR and other partnering agencies.

**15. Alabama Department of Youth Services**

The Alabama Department of Youth Services is self-sufficient and either shelter in place or arrange for alternative sheltering.

**16. Alabama Military Department**

When directed by the Governor provides equipment and personnel in support of mass care activities.

**17. Alabama Voluntary Organizations Active in Disaster**

The Alabama VOAD is a group of voluntary agencies or organizations, including faith-based and community groups, which assist with volunteer efforts in disaster response and recovery.

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Alabama VOAD operates in coordination with the GFCBI who serve as the lead for Support Annex G, Volunteer and Donations Management.

**18. Alabama Association of Emergency Managers**

Support local EMA's.

Advise the Governor.

Advise EMA.

**V. Authorities and References**

**A. American Red Cross Legal Authorities**

- Title 36, Section 2 of the United States Code (January 5, 1905).
- Title 36, Section 1 of the United States Code Annotated (May 8, 1947).
- Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act (1974).
- Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended (November 23, 1988).
- American Red Cross Charter enacted by the U.S. Congress, act of 1905.

**B. Independent Authorities**

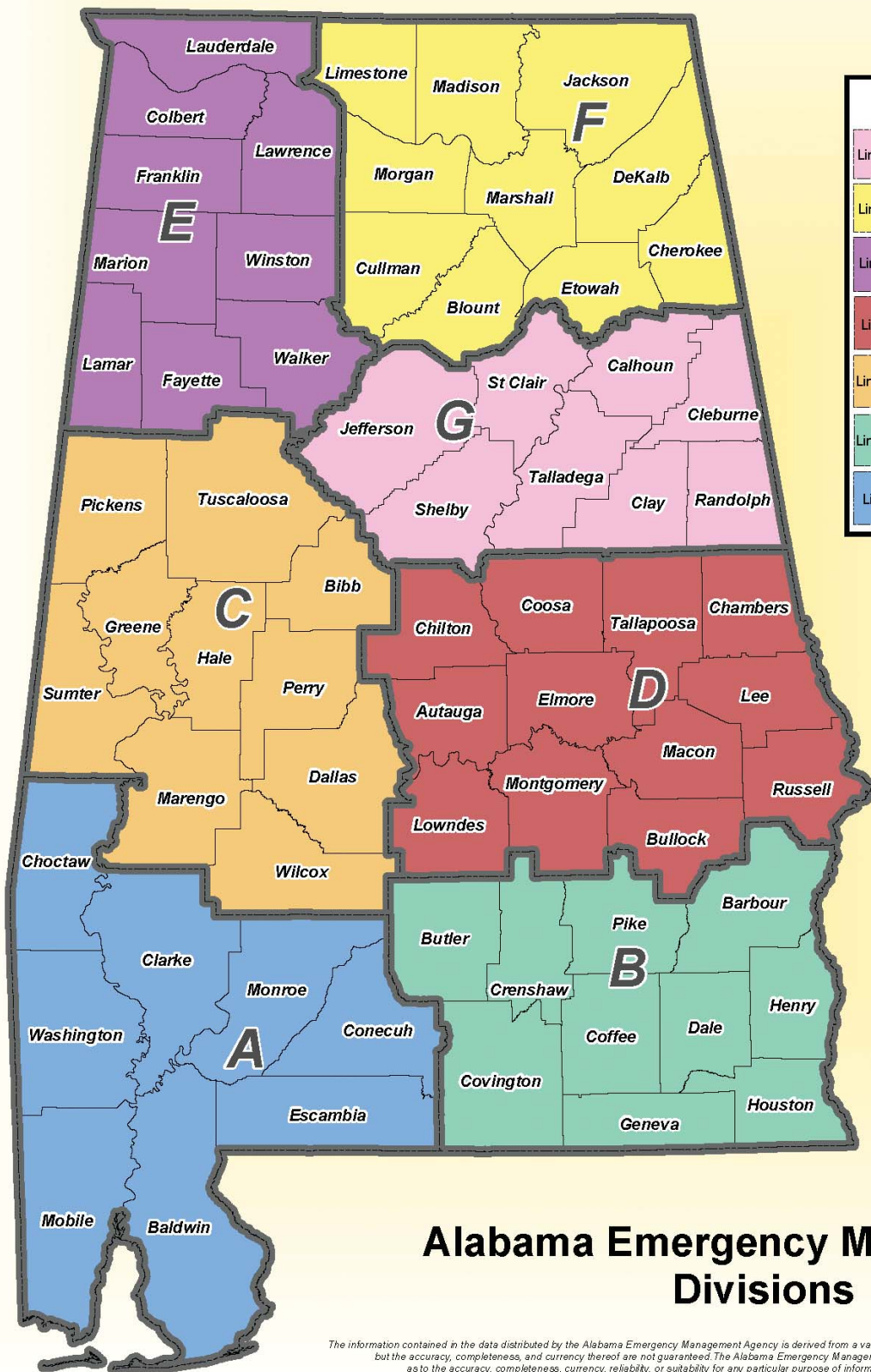
ESF #6 does not supplant existing plans or existing authorities that have been developed for response incidents under American Red Cross statutory authorities other than the Robert T. Stafford Act.

Support agencies which have their own authorities and funding to respond to disaster situations will respond initially under those statutory authorities, which will take precedence over the authorities provided under the Robert T. Stafford Act.

**C. State Authorities**

- Alabama Emergency Management Act, Code of Alabama, 1975, §31-9-1
- Governor's Executive Order # 15, Gov. Folsom, dated February 15, 1994
- Governor's Executive Order # 41, Gov. Riley, dated May 20, 2008.





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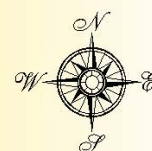
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Map Effective: 06/26/2014  
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## Alabama Emergency Management Divisions

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*State of Alabama***Department of Human Resources****DEPARTMENT OF HUMAN RESOURCES  
EVACUEE SHELTER POLICY**

5-30-06

In accordance with Emergency Support Function #6 (Mass Care), Department of Human Resources employees will be required to work in evacuee shelters before, during, and after a disaster. Directors in each county DHR office will develop a plan in coordination with county officials, the local EMA office, the Red Cross, and other community partners, to ensure that both general and medical needs shelters are appropriately staffed by DHR employees and/or employees or volunteers from other community resources and agencies. The number of available DHR personnel in each county may limit the ability of DHR to fully staff all shelters within a county.

Unless an alternate plan has been developed with the county EMA, County Directors should plan to staff evacuee shelters for up to 72 hours. County DHR staff will not be required to staff shelters for more than 72 hours except in extraordinary circumstances as determined by the DHR Commissioner. If it is determined that shelters need to remain open for longer than 72 hours, DHR staff from all 67 county offices and the State DHR Office may be tasked by the Commissioner to assist the affected counties in staffing shelters and performing other post disaster activities.

Shelter duties of the DHR county director and DHR county employees include, but may not be limited to, the following:

- *Coordinate the opening, closing, and operation of the shelter facility;*
- *Coordinate with other agencies to ensure the shelter has adequate supplies and food;*
- *Coordinate with local EMA Director to ensure that the shelter meets necessary building and fire codes;*
- *Register evacuees who enter the shelter;*
- *Perform other administrative duties as needed.*

DHR staff shall not perform any medical duties or assist evacuees with medical or health needs. DHR staff are not trained to perform medical duties and doing so could injure the evacuee and place an employee in the position of acting outside of the line and scope of his or her duties and responsibilities. DHR County Directors should insure that the County EMA or county officials provide EMT personnel or other medically trained individuals to staff the shelters and handle any medical or health related needs of the evacuees.

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### *Medical Needs Shelters*

Alabama Department of Public Health (ADPH) has designated certain shelters as medical needs shelters. DHR staff will perform all administrative duties as outlined above in these shelters. ADPH will provide medical staff who will perform all medical and health related duties in the medical needs shelters and will set the criteria for admittance of evacuees to these shelters. DHR is not responsible for providing special meals for evacuees on special diets. Evacuees in the medical needs shelter who are on special diets are required to bring their own food with them to the shelter.

DHR county offices are tasked to staff only the medical needs shelters designated by ADPH. County Directors must obtain permission from the DHR Commissioner before agreeing to staff a locally designated medical needs shelter.

### *Hurricane Evacuee Shelters*

Hurricane shelters must meet additional safety requirements before being staffed by DHR employees. If a shelter is located in an area where Category 2 or higher hurricane winds are forecast, the building where the shelter is located must be certified as being capable of withstanding the forecasted winds. This certification may be made by the American Red Cross, an independent structural engineer, or other qualified person or organization. The County Director must have the certification in writing from the local EMA Director before staffing a shelter in an area where category 2 or higher winds are forecast.

If the Governor orders a mandatory evacuation of an area, DHR staff will be required to work in shelters in those areas if the building is certified, as described above, as being capable of withstanding the forecasted winds.



ROBERT BENTLEY  
Governor

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**Department of Human Resources**

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Nancy T. Buckner  
Commissioner

**MEMORANDUM**

May 13, 2015

**TO:** Deputies and Management Team  
County Directors  
State Office Division/Office Directors

**FROM:** Nancy T. Buckner  
Commissioner *NTB*

**SUBJECT: Evacuation Shelter Duties**

It is important that our staff understands their responsibilities in a disaster situation. As per the Governor's Executive Order 41 dated May 20, 2008, and Executive Order 33 dated July 31, 2012, and per the 2012 State Emergency Operations Plan, DHR is the Emergency Support Function 6 (ESF-6) lead agency. ESF-6 includes coordination of Sheltering and Mass Care.

Please refer to DHR's Emergency Welfare Services Disaster Response Plan located on iDHR. I recommend that you review the policies in this plan with your employees.

Please ensure your staff understands that DHR employees are required to work in evacuation shelters before, during, and after a disaster, such as a hurricane. If they have responsibility for family members, they should make a plan to have someone else care for their family while they are working in a shelter. Additionally, they may need to have someone available who can evacuate their family if an evacuation order is issued. In a county, or portion of a county, under an evacuation order, shelters may be opened by local Emergency Management Agencies (EMA). DHR staff will be required to work in these shelters if the shelters are certified as being capable of withstanding the forecasted winds.

Please contact Paul Smelley at [paul.smelley@dhr.alabama.gov](mailto:paul.smelley@dhr.alabama.gov) or 334.353.3387 if you have any questions about these policies or your responsibilities in responding to a disaster situation. Thank you for your work and preparation.

NTB: WPS

An Affirmative Action/Equal Opportunity Employer

*State of Alabama*  
Department of Human Resources

**ATTACHMENT I**

**Alabama Voluntary Organizations  
Active in Disaster**

*Members and  
Resource Listing*

# DHR DISASTER RESPONSE PLAN

## ALVOAD MEMBER CONTACT INFORMATION BY COUNTY OR REGION CHAIR REVISED JULY 2014

County	Contact	Name of Organization	email	Telephone
Autauga Chair	Dr. Bill Morgan	Autauga County VOAD - Chair	<a href="mailto:bmorgan@autaugabaptist.org">bmorgan@autaugabaptist.org</a>	334-365-7802
Baldwin Chair	Bill Stephens	Vice-Chair	<a href="mailto:bbabill@gulftel.com">bbabill@gulftel.com</a>	251-978-0656
Barbour Chair				
Bibb Chair				
Blount Chair				
Bullock Chair				
Butler Chair				
Calhoun Chair	Les Honts	Calhoun County VOAD - Chair	<a href="mailto:lwhonts@cablone.net">lwhonts@cablone.net</a>	256-435-5020
Chambers Chair				
Cherokee Chair	Kelly Burnett	Cherokee County VOAD - Chair	<a href="mailto:townclerkassit@cedarbluff-al.gov">townclerkassit@cedarbluff-al.gov</a>	
Chilton Chair				
Choctaw Chair	Geraldine Curtis	Choctaw County VOAD, Sec/Treas	<a href="mailto:ccemsi@TDS.net">ccemsi@TDS.net</a>	205-459-2604
Clarke Chair	Sharon Jones	Clarke County VOAD		251-276-3606
Clay Chair				
Cleburne Chair				
Coffee Chair	Sue Neuwien	Coffee County ROCC/VOAD	<a href="mailto:sueneuwien@aol.com">sueneuwien@aol.com</a>	334-494-2427
Conecuh Chair				
Coosa Chair				
Covington Chair	Susan Harris	Covington County EMA		334-428-2670
Crenshaw Chair				
Cullman Chair	Winford Haynes	Cullman County VOAD	<a href="mailto:winfordhaynes@gmail.com">winfordhaynes@gmail.com</a>	256-347-5539
Dale Chair				
Dallas Chair	Jeff Cothran	United Way of Selma & Dallas Co/VOAD	<a href="mailto:communt@bellsouth.net">communt@bellsouth.net</a>	334-874-8383
DeKalb Chair	Carrie Lea	DeKalb County VOAD	<a href="mailto:carrielea@farmerstel.com">carrielea@farmerstel.com</a>	256-638-4430x23
Elmore Chair	Judy Whidbee	Elmore County VOAD	<a href="mailto:jwhidbee@elmore.rr.org">jwhidbee@elmore.rr.org</a>	
Escambia Chair				
Etowah Chair	Craig L. Scott	Etowah County VOAD	<a href="mailto:craig@gadsdenlibrary.org">craig@gadsdenlibrary.org</a>	256-549-4699 x 120

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# DHR DISASTER RESPONSE PLAN

## ALVOAD MEMBER CONTACT INFORMATION BY COUNTY OR REGION CHAIR

REVISED JULY 2014

County	Contact	Name of Organization	email	Telephone
Fayette Chair				
Geneva Chair				
Greene Chair				
Hale Chair				
Henry Chair				
Houston Chair				
Jackson Chair				
Jefferson Chair	Heather Turney	Jefferson County VOAD - Chair		205-837-2550
Lamar Chair				
Lawrence Chair				
Lee Chair	Rita Smith	Lee County EMA/VOAD		
Limestone Chair	Kay McFarlan	United Way of Athens-Limestone County	<a href="mailto:unitedway44@unitedwayalc.com">unitedway44@unitedwayalc.com</a>	256-233-2323
Lowndes Chair				
Macon Chair				
Madison Chair	Steve Morgan		<a href="mailto:smorgan@hospicefamilycare.org">smorgan@hospicefamilycare.org</a>	256-652-0412
Marengo Chair				
Northwest AI Chair	Sylvester White	NWAL VOAD - Chair	<a href="mailto:sylvester.white@ssa.gov">sylvester.white@ssa.gov</a>	256-740-4247 x 107
Marshall Chair	Lisa Warren	Marshall County VOAD - President	<a href="mailto:lwarren@marshallco.org">lwarren@marshallco.org</a>	256-298-0991
Mobile Chair	Mike Dillaber		<a href="mailto:mdillaber@gmail.com">mdillaber@gmail.com</a>	251-300-7843
Monroe Chair				
Montgomery Chair	Dr. Walter White	Family Guidance Center of Alabama	<a href="http://wwhite@familyguidancecenter.org">wwhite@familyguidancecenter.org</a>	334-270-4100
Morgan Chair				
Perry Chair				
Pickens Chair				
Pike Chair				
Randolph Chair				
Russell Chair				



# DHR DISASTER RESPONSE PLAN

## ALVOAD MEMBER CONTACT INFORMATION BY COUNTY OR REGION CHAIR REVISED JULY 2014

County	Contact	Name of Organization	email	Telephone
St. Clair Chair				
Shelby Chair	Hugh Richardson	Shelby County VOAD	hugh@shelbybaptist.org	205-669-7858
Talladega Chair	Leigh Ann Butler	EMA	lbutler@tcema.co.talladega.al.us	256-223-7021
Tallapoosa Chair				
Tuscaloosa Chair	Nancy Green	Tuscaloosa County VOAD	green11@pobox.com	205-561-4169
Walker Chair	Paul Kennedy	Walker County VOAD	pkennedy@wacf.org	
Washington Chair	David Walker	Washington County EMA Director		251-847-2668
Wilcox Chair				
Winston Chair				

## ALVOAD REGIONAL/STATEWIDE/NATIONAL MEMBER AND AFFILIATE CONTACTS REVISED JULY 2014

	Contact	Name of Organization	email	Telephone
North Alabama	Ray Crump		raylcr@aol.com	
Statewide	Chip Anderson	ACTS	chip.rescuemedic@gmail.com	205-646-3837
Statewide	Ray Elsberry	Adventist Community Services	elsberrrr@juno.com	205-648-3806
Statewide	Amelia Fletcher	AI/W FI Conf of UMC	amelia@gulfshoresumc.org	251-968-2549
Statewide	Mel Johnson	Alabama Baptist State Board of Missions	mjohnson@alsbom.org	800-264-1225, ext. 389
Statewide	David Jarvis	Alabama Operation Compassion-Church of God	djarvis@alacoghq.org	205-919-9988
Regional	Mark Brewer	Bay Area Food Bank	mbrewer@bayareafoodbank.org	251-653-1617
Regional	John Wilson	Catholic Social Services	johnpwilsonii@gmail.com	251-476-2261
	Tracy Hipps	Christian Service Mission	tracy@csmission.org	205-252-9906
Statewide	Joe Schuck	COG Chaplains Association of Alabama	josc5577@hughes.net	706-518-3788
National	Steve Irwin	Convoy of Hope	sirwin@convoyofhope.org	417-851-4467
FEMA	Ken Skalitky	FEMA Region IV Voluntary Agency Liaison	ken.skaltzky@dhs.gov	770-220-5220
		Good Shepherd UMC - Early RTC-N AL		

# DHR DISASTER RESPONSE PLAN

## ALVOAD REGIONAL/STATEWIDE/NATIONAL MEMBER AND AFFILIATE CONTACTS

REVISED JULY 2014

	Contact	Name of Organization	email	Telephone
Statewide	Batsiellit, Dr. Hugues Fidele	ICAN	batsiellit@hotmail.com	205-266-5578
Statewide	Eileen Harris	ICNA Relief USA Programs		
Statewide	Ron Turney	Legal Services Alabama	eharris@alsp.org	334-241-8687
Statewide	Heather Turney	Lutheran Ministries of Alabama	ron.turney@att.net	205-837-2550
National	Dave Driskell	Lutheran Ministries of Alabama		
North Alabama	Matt Lacey	Mission to North America	ddriskill@trinitytuscaloosa.org	205-222-8895
National	Jody Gettys	North Alabama Conference United Methodist Church	mlacey@northalabamaumc.org	205-226-7962
National	Dan Moore, Director	Operation Blessing	jody.gettys@ob.org	757-226-3433
National	Jenny Robertson, National Vol	Operation Blessing	dan.moore@ob.org	757-226-3858
Regional	Jackie Antalan	Operation Blessing	jennifer.robertson@ob.org	757-226-3407
National	Tommy Belisario	Operation Home Care	ophomecare@yahoo.com	205-392-9292
Statewide	Brooke Mills	Samaritan's Purse	tbelisario@samaritan.org	904-239-8602
Statewide	Lisa Castaldo	Serve Alabama	Brooke.Mills@ServeAlabama.gov	334-954-7440
Statewide	John Mason	Serve Alabama	lisacastaldo@servealabama.gov	334-954-7440
Statewide	Leslie Gettys	Serve Alabama	jonmason@servealabama.gov	334-954-7440
Regional	Bill Feist	Serve Alabama	LeslieGettys@ServeAlabama.gov	334-954-7440
Statewide	Becky Booker	The Salvation Army	bill.feist@uss.salvationarmy.org	601-969-6868
National	Len and Carrie Blauwkamp	UWAL/211	bbooker@unitedwaysal.org	334-269-4505
Statewide	Barbara Barnes	World Renew formerly Christian Reformed World	lencarrie@gmail.com	616-826-3737
Statewide	Wayne Blanding	Adventist Community Services	acsdr4al@charter.net	205-792-5524
Statewide	Larry Gardella		dadwayne46@yahoo.com	205-903-5550
North Alabama	Randy Burbank	North Alabama Annual Conference U.M.C.	lgardella@alsp.org	334-241-8687
National	Gary Grubbs	Foursquare Disaster Relief	randy.burbank@umcna.org	205-907-2657
National	Gregg Travis	Foursquare Disaster Relief	ggrubbs@foursquare.org	661-478-7261
			gregg.travis@restoration-church.org	256-468-6475

*State of Alabama*  
**Department of Human Resources**

## **ADDITIONAL INFORMATION**

Information and telephone numbers regarding services to evacuees and their families as well as other helpful information may be found on the Department of Human Resources Website [www.dhr.alabama.gov](http://www.dhr.alabama.gov).

Each County Director will maintain a copy of the Departmental Emergency/Disaster Activation list in his/her possession at all times in the event it becomes necessary to contact staff during non-duty hours. This list will not be available to the general public since the list contains non-published numbers for some staff.

### **Frequently Used Numbers**

Alabama Emergency Management Agency	205.280.2200
State Emergency Operations Center	205.280.2311
Paul Smelley (DHR Emergency Management Coordinator-EWS/ES)	
(EOC Floor)	205.280.7134
Office	334.353.3387
Cellular	334.590.3944

**ATTACHMENT II**

Alabama Department of  
Human Resources

**2015**  
***Hurricane***  
***Preparedness***

## **EXECUTIVE ORDER NUMBER 41**

**WHEREAS**, the State of Alabama is located on the Gulf of Mexico and is subject to severe tropical weather, hurricanes, floods, tornados, severe winter weather and/or other events that may produce displaced populations.

**WHEREAS**, the State of Alabama has a history of hurricanes and other events that have required the sheltering and mass care of multitudes of persons;

**WHEREAS**, the State of Alabama's Emergency Operations Plan (the "EOP") provides that the Alabama Department of Human Resources (DHR) as the lead agency responsible for oversight of mass care for the State of Alabama;

**WHEREAS**, the American Red Cross and Salvation Army are heavily involved yet are support agencies in providing mass care in the State of Alabama;

**WHEREAS**, the Alabama Department of Public Health is responsible for organizing and staffing medical needs shelters in the State;

**WHEREAS**, the Alabama Department of Agriculture is responsible for coordinating animal sheltering and evacuation as directed by the Pets Evacuation and Transportation Act of 2006 (Public Law 109 - 308, 2006);

**WHEREAS**, the Alabama Junior College System has been directed by the Governor to provide mass care for evacuees; and

**WHEREAS**, each agency has developed its own mass care or sheltering plan, as the case may be; however there is no plan that coordinates all agencies and their various responsibilities into a unified state sheltering and mass care plan.

**NOW THEREFORE**, I, Bob Riley, Governor of the State of Alabama, by virtue of the authority vested in me by the constitution and laws of the State of Alabama, do hereby establish the Alabama Sheltering and Mass Care Taskforce (the "Task Force") to organize and conduct meetings, and develop and coordinate the plan for sheltering and mass care for the State of Alabama.

**BE IT ORDERED**, that the purpose of the Task Force is to develop and coordinate the implementation the State of Alabama Sheltering and Mass Care Plan (the "Plan"). The Plan should address the sheltering and mass care of evacuees and/or displaced persons during a disaster or any Governor ordered mandatory evacuation in the State of Alabama. The Task Force should submit a proposed State of Alabama Sheltering and Mass Care Plan to the Governor no later than the April 1, 2009.

**BE IT FURTHER ORDERED**, that the Task Force shall oversee the implementation of the Plan and continue to meet at least quarterly to review the status of the Plan and any issues that have arisen in the implementation of the Plan. The Plan will be reviewed annually and a revised version, if needed, will be submitted to the Governor by April 1<sup>st</sup> of that year for approval.

**BE IT FURTHER ORDERED**, that the Task Force is created and shall operate as an independent council. The Task Force shall have the duties, responsibilities, functions, and authority set forth in this Executive Order or otherwise provided by law. The Task Force shall be chaired by the Alabama Department of Human Resources, and shall include appointed representatives from the following agencies:

1. Alabama Department of Human Resources
2. Alabama Emergency Management Agency
3. Alabama Department of Public Health
4. Alabama Association of Emergency Managers
5. American National Red Cross
6. Salvation Army
7. Alabama Department of Agriculture and Industries
8. Alabama College System
9. Alabama Department of Homeland Security
10. Alabama Governor's Office of Faith Based and Community Initiatives
11. Alabama Volunteer Organizations Active in Disasters
12. Jefferson County Emergency Management Agency
13. Mobile County Emergency Management Agency
14. Baldwin County Emergency Management Agency
15. Madison County Emergency Management Agency
16. Escambia County Emergency Management Agency

**BE IT FURTHER ORDERED**, that the Task Force shall meet at least quarterly or at such other times as requested by the DHR representative. All council members shall serve without compensation.

**BE IT FURTHER ORDERED**, that no person or individual shall continue to serve, as a member on the Task Force when he or she no longer represents the function or serves in the capacity enumerated in this Executive Order, but shall be replaced by his or her successor in the respective office.

**BE IT FURTHER ORDERED**, that the Governor may elect to appoint additional members at a later date if deemed necessary.

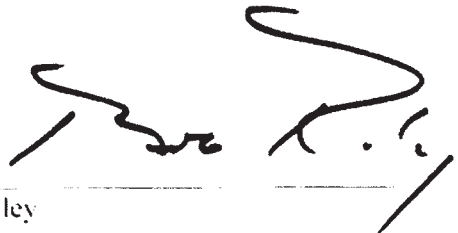
**BE IT FURTHER ORDERED**, that this Executive Order is effective immediately and shall remain in effect until amended or modified by the Governor or until terminated by operation of law.

**DONE AND ORDERED** this 20th day of May, 2008.



Attested:

  
Beth Chapman  
Secretary of State

  
Bob Riley  
Governor



## **EXECUTIVE ORDER NUMBER 33**

**WHEREAS**, the State of Alabama is subject to severe tropical weather, hurricanes, floods, tornados, severe winter weather and/or other events that may produce displaced populations;

**WHEREAS**, the State of Alabama has a history of hurricanes and other events that have required the sheltering and mass care of multitudes of persons;

**WHEREAS**, the Alabama Sheltering and Mass Care Taskforce (the "Task Force") was established to organize and conduct meetings and develop and coordinate the State of Alabama Sheltering and Mass Care Plan (the "Plan");

**WHEREAS**, the Task Force is chaired by the Alabama Department of Human Resources and is composed of appointed representatives from the following agencies:

1. Alabama Department of Human Resources (chair),
2. Alabama Emergency Management Agency,
3. Alabama Department of Public Health,
4. Alabama Association of Emergency Managers,
5. American National Red Cross,
6. Salvation Army,
7. Alabama Department of Agriculture and Industries,
8. Alabama College System,
9. Alabama Department of Homeland Security,
10. Alabama Governor's Office of Faith Based and Community Initiatives,
11. Alabama Volunteer Organizations Active in Disasters,
12. Jefferson County Emergency Management Agency,
13. Mobile County Emergency Management Agency,
14. Baldwin County Emergency Management Agency,
15. Madison County Emergency Management Agency, and
16. Escambia Emergency Management Agency;

**WHEREAS**, the Task Force prepared and adopted a Plan that coordinated the entities responsible for mass care and sheltering; and

**WHEREAS**, based on the efforts of the Task Force, the State of Alabama adopted a revised EOP that more clearly and succinctly defines the roles, responsibilities, resources, and procedures necessary to ensure that emergency assistance becomes available as soon as possible following a disaster or major incident.

**NOW, THEREFORE**, based upon these considerations, and for other good and valid reasons related thereto, I Robert Bentley, Governor of the State of Alabama, by virtue of the authority vested in me by the Constitution and laws of the State of Alabama, do hereby appoint additional members to the Task Force and direct when the Task Force shall meet.

**BE IT ORDERED**, that the Task Force shall meet annually and at the call of the Chair to review the status of the Plan and any issues that have arisen in the implementation of the Plan. If needed, any revised Plan shall be submitted to the Governor by April 1<sup>st</sup> of each year for approval.

**BE IT FURTHER ORDERED**, that the Task Force shall also include appointed representatives from the following agencies:

17. the Governor's Office of Disability,
18. the Department of Mental Health, and
19. other agencies/groups as may be appointed by the Governor.

**BE IT FURTHER ORDERED**, that the Task Force shall meet annually or at such other times as requested by the Chair. All council members shall serve without compensation.

**BE IT FURTHER ORDERED**, that no person or individual shall continue to serve, as a member on the Task Force when he or she no longer represents the function or serves in the capacity enumerated in this Executive Order.

**BE IT FURTHER ORDERED**, that this Executive Order become effective immediately upon signing and shall remain in force until such time as it is modified or rescinded by the Governor and this Executive Order replaces, amends and otherwise terminates all other prior Executive Orders relating hereto, including Executive Order Number 41, issued on May 20, 2008.

DONE AND ORDERED this 3<sup>rd</sup> day of July, 2012.



*Robert Bentley*

Robert Bentley  
Governor

Attested

*Beth Chapman*

Beth Chapman  
Secretary of State

## COUNTY EMA DIRECTORS

County	Contact	Phone	Address	Mailing Address	City/ST/Zip	E-mail	LINC ID
Autauga	Ernie Baggett	334-361-3758	826 Gillespie St		Prattville AL 36067	ernie.baggett@prattvilleal.gov	204
Baldwin	Reggie L. Chitwood	251-972-6806	23100 Mcauliffe Dr		Robertsdale AL 36567	rchitwood@baldwincountyal.gov	105
Barbour	David Logan	334-688-1387	545 E Barbour St	PO BOX 672	Eufaula AL 36027	ema@eufaulaalabama.com	206
Bibb	Wayne Hayes	205-926-3113	157 S W Davidson Dr		Centreville AL 35042-1240	bcema0207@bellsouth.net	107
Blount	Don Roybal	205-625-4121	220 Second Ave E		Oneonta AL 35121	ema@co.blount.al.us	208
Bullock	Roderick Clark	334-738-3883	110 Hardaway Ave W	P O Box 472	Union Springs AL 36089	rclark@bullockema.com	109
Butler	Shirley Sandy	334-382-7911	800 E. Commerce Street		Greenville AL 36037	bcema@butlercoal.us	110
Calhoun	Jonathan Gaddy	256-435-0540	507 Francis St W		Jacksonville AL 36265	ema@calhounema.org	111
Chambers	Donnie Smith	334-576-0911	3507 Veterans Memorial Parkway	P O Box 66	Lanett AL 36863	dsmith@chamberscounty911.com	212
Cherokee	Beverly Daniel	256-927-3367	260 Cedar Bluff Road Suite 104		Centre AL 35960	beverlydaniel@cherokeecounty-al.gov	113
Chilton	Derrick Wright	205-755-0900	505 Second Ave N Suite 225		Clanton AL 35045	ema@chiltoncounty.org	114
Choctaw	Tyler Davidson	205-459-2153	117 South Mulberry Ave.Ste.12	117 South Mulberry Ave. Ste.12	Butler AL 36904	choctawcountyma@tds.net	115
Clarke	Roy Waite	251-275-8775	114 Court St	P O Box 724	Grove Hill AL 36451	rwaite@clarkecountyal.com	216
Clay	Theresa Daugherty	256-396-5886	86838 Highway 9		Lineville AL 36266	tdaugh@centurytel.net	117
Cleburne	Steve Swafford	256-463-3822	6751 Hwy 78	PO BOX 908	Heflin AL 36264	swafford@cleburnecounty.us	118
Coffee	Larry Walker	334-894-5415	1065 E Mc Kinnon St		New Brockton AL 36351	lwalker@co.coffee.al.us	219
Colbert	Mike Melton	256-386-8558	120 W 5Th St		Tuscumbia AL 35674	colema@hiwaay.net	120
Conecuh	Johnny Brock	251-578-5911	102 County Shop Rd	P O Box347	Evergreen AL 36401	jbrock@conecuhcounty.us	221
Coosa	Terri Hale	256-377-2418	100 Main Street	P O Box 218	Rockford AL 35136	coosaema@yahoo.com	422
Covington	Susan Harris	334-428-2670	272 Hillcrest Dr	P O Box 188	Andalusia AL 36420	ema@covcounty.com	123
Crenshaw	Earl Thompson	334-335-4538	118 E Third Street	P O Box 222	Luverne AL 36049	ccema@troycable.net	124

County	Contact	Phone	Address	Mailing Address	City/ST/Zip	E-mail	LINC ID
Cullman	Phyllis Little	256-739-5410	2020 Beech Ave Se	P O Box 924	Cullman AL 35055	plittle@cullmanema.org	125
Dale	Robert Marsh	334-774-2214	168 S Merrick Ave	P O Box 817	Ozark AL 36360	daleEMA@centurylink.net	226
Dallas	Rhonda Abbott	334-874-2515	102 Church St	P O Box 987	Selma AL 36701	rhonda.abbott@dallascounty-al.org	327
Dekalb	Anthony Clifton	256-845-8569	111 Grand Ave S W Suite 21		Fort Payne AL 35967	ema@dekalbcountyal.us	328
Elmore	Eric Jones	334-567-6451	P.O. Box 1060		Wetumpka AL 36092	ejones@elmoreco.org	329
Escambia	David Adams	251-867-0232	314 Belleville Ave	P O Box 848	Brewton AL 36426	dadams@co.escambia.al.us	330
Etowah	Deborah Gaither	256-549-4575	90 Broad St Police Bldg Room B-02	P O Box 267	Gadsden AL 35901-0267	dgaither@cityofgadsden.com	231
Fayette	James Sanders	205-932-6113	118 First Ave Ne		Fayette AL 35555-0509	facoma@centurytel.net	232
Franklin	Jody Hitt	256-332-8890	12951 Hwy 187	P O Box 1028	Russellville AL 35653	fcema@hiwaay.net	133
Geneva	Margaret Mixon	334-684-5677	200 S Commerce	P O Box 430	Geneva AL 36340	margaret.mixon@genevacounty.org	234
Greene	Iris Sermon	205-372-1911	226 Main St	P O Box 656	Eutaw AL 35462	isermon@att.net	135
Hale	Russell Weeden	334-624-8160	998 Church St	P. O. Box 154	Greensboro AL 36744	rweeden911@bellsouth.net	136
Henry	Ronnie Dollar	334-585-6702	101 N Doswell St	P. O. Box 636	Abbeville Alabama 36310	henryema@comcast.net	237
Houston	Steve Carlisle	334-794-9720	114 North Oates	P O Drawer 6406	Dothan AL 36303	sfcarlisle@houstoncounty.org	138
Jackson	Mike Ashburn	256-574-9344	102 E Laurel St	P O Box 566	Scottsboro AL 35768	ema@jcch.net	139
Jefferson	James Coker	205-254-2039	709 N 19Th St		Birmingham AL 35203	cokerj@jccal.org	301
Lamar	Johnny Bigham	205-695-7105	1118 Co Rd 9	P O Box 711	Vernon AL 35592	lamarema1@yahoo.com	140
Lauderdale	George M. Grabryan Jr.	256-760-6363	110 W College St Room B25	P O Box 98	Florence AL 35630	ggrabryan@florenceal.org	129*2200
Lawrence	Johnny Cantrell, Director	256-974-7641	555 Walnut St		Moulton AL 35650	jcantrell@lawcoema.com	242
Lee	Kathrine Carson	334-749-8161	908 Ave B	P. O. Box 2769	Opelika AL 36801	kcarson@leecoema.com	143
Limestone	Rita White	256-232-2631	1011 W Market St		Athens AL 35611	ema@limestonecounty-al.gov	144
Lowndes	David Butts	334-548-2324	105 Tuskeena St E	P O Box 235	Hayneville AL 36040	lcengr@htcnet.net	1*77*245
Macon	Judy Kinebrew	334-724-2626	210 N Elm St Suite 006		Tuskegee AL 36083-1731	emamacon@bellsouth.net	146
Madison	John "Rusty" Russell	256-427-5130	320 Fountain Circle	P O Box 308	Huntsville AL 35804-0308	john.russell@huntsvilleal.gov	147

County	Contact	Phone	Address	Mailing Address	City/ST/Zip	E-mail	LINC ID
Marengo	Kevin McKinney	334-295-8870	101 E Coats Ave	P O Box 480057	Linden AL 36748-0057	marengoema@bellsouth.net	348
Marion	Jimmy Mills	205-921-4555	280 Winchester Dr	P O Box 322	Hamilton AL 35570	jmills@marionsoal.com	249
Marshall	Anita McBurnett	256-571-7329	3550 Creek Path Rd		Guntersville AL 35976	amcburnett@marshallco.org	250
Mobile	Ronnie Adair	251-460-8000	348 N Mc Gregor Ave		Mobile AL 36608	radair@mcema.net	102
Monroe	J.T. Johnson	251-743-3259	65 N Alabama Ave	P O Box 991	Monroeville AL 36461-0991	director@monroeema.com	151
Montgomery	Calvin Brown	334-241-2339	911 Communications Parkway		Montgomery AL 36104	cibrown@montgomeryal.gov	103
Morgan	Eddie Hicks	256-351-4620	302 Lee St N E	P O Box 668	Decatur AL 35601	ehicks@hiwaay.net	152
Perry	DeAndrae Kimbrough	334-683-2236	Washington Street Rt 2 Box 4A	P O Box 478	Marion AL 36756	perryeng@bellsouth.net	635*638
Pickens	Ken Gibson	205-367-2009	155 Reform St Room 100	P O Box 459	Carrollton AL 35447	pcema@centurytel.net	254
Pike	Jeanna Barnes	334-566-8272	216 South Oak St		Troy AL 36081	pikecoema@troycable.net	155
Poarch Creek	April Sells	251-368-9136	5811 Jack Springs Rd		Atmore Alabama 36502	asells@pci-nsn.gov	268
Randolph	Donnie Knight	256-357-0014	751 Main St S	P O Box 228	Wedowee AL 36278	chiefknight2002@yahoo.com	156
Russell	Bob Franklin	334-291-5079	311 Prentiss Dr	P O Box 1786	Phenix City AL 36868	bfranklin@rcema.us	157
Shelby	Hub Harvey	205-669-3999	504 Highway 70		Columbiana AL 35051	hharvey@shelbyal.com	158
St Clair	Ellen Tanner	205-884-6800	1610 Cogswell Ave Suite B-10		Pell City AL 35125	etanner@stcema.org	159
Sumter	Margaret Bishop Gulley	205-652-6347	110 Hospital Drive Suite 104	P O Box 99	Livingston AL 35470	sumterema@bellsouth.net	160
Talladega	Travis McGrady	256-761-2125	26715 Hwy 21	P O Box 43	Talladega AL 35161	travis.mcgrady@talladegacountyal.org	261
Tallapoosa	Jason Moran	256-825-1078	125 N Broadnax Street		Dadeville AL 36853	jmoran@tallaco.com	262
Tuscaloosa	Rob Robertson III	205-248-4962	2015 Mcfarland Blvd East	P O Box 2089	Tuscaloosa AL 35404		263
Walker	Regina Myers	205-384-7233	1801 3Rd Ave S	P. O. Box 1447	Jasper AL 35501	walkerilema@bellsouth.net	364
Washington	Danny Walker	251-847-2668	435 Hearn Drive	P. O. Box 146	Chatom AL 36518	dwalker@millry.net	165
Wilcox	Joyce Williams	334-682-4843	119 Hawthorne Ave	P O Box 31	Camden AL 36726	wilcoxema@frontiernet.net	166
Winston	James Burnett	205-489-2747	23415 Hwy 195 South	P O Box 215	Double Springs AL 35553	winstoncounty@centurytel.net	167



Alabama Department of  
**Human Resources**

**Primary Agency: Emergency Support Function 6**  
***Mass Care, Emergency Assistance, Housing, and***  
***Human Services***

**Hurricane Preparedness**  
**2015**





# Alabama Department of **Human Resources**

## I. Introduction

### A. Purpose

- Emergency Support Function (ESF) 6 : Mass Care, Emergency Assistance, Housing, and Human Services supports State, local, and tribal governments, and voluntary agency efforts to address the mass care, emergency assistance, housing, and human services needs of individuals and/or households impacted by disasters, and emergencies.



# Alabama Department of **Human Resources**

## Definitions

- **Mass Care** - Providing assistance to those who have been displaced from their homes and others affected by a hazardous situation or the threat of such a situation. Mass care for these individuals includes providing food, basic medical care, clothing, and other essential life support services.
- **Sheltering** - Short term lodging for evacuees during and immediately after an emergency situation. Shelters are generally located away from known hazards. Mass care operations are typically conducted in shelters.



# Alabama Department of **Human Resources**

## Support Agencies

- Alabama Emergency Management Agency
- American Red Cross
- Alabama Department of Agriculture and Industries
- Alabama Department of Corrections
- Alabama Department of Economic and Community Affairs
- Alabama Department of Education
- Alabama Department of Homeland Security (ALEA)
- Alabama Department of Mental Health
- Alabama Department of Postsecondary Education/The Alabama Community College System
- Alabama Department of Public Health
- Alabama Department of Public Safety
- Alabama Department of Senior Services
- Alabama Department of Transportation
- Alabama Department of Veterans Affairs
- Alabama Department of Youth Services
- Alabama National Guard
- Alabama Volunteer Organizations Active in Disasters
- Governor's Office on Disability
- Governor's Office of Faith-Based and Community Initiatives
- The Salvation Army



# Alabama Department of **Human Resources**

## ESF-6

### **Coordinate activities involved with the following:**

- Emergency provision of temporary shelters.
- Emergency mass feeding.
- Bulk distribution of coordinated relief supplies for disaster victims.
- Disaster welfare (including D-SNAP) information.



# Alabama Department of **Human Resources**

## Pre-event

- Create and coordinate the state mass care response plan.
- Coordinate the opening and closing of shelters.
- Provide a system for receiving and dissemination of information, data, and mass care directives.



# Alabama Department of **Human Resources**

## Pre-event

- Collect facts pertaining to existing or pending disasters relating to mass care.
- Plan distribution and allocation of state resources in support of the mass care mission.





# Alabama Department of **Human Resources**

## Post-event

- Prepare a Situation Analysis.
- Determine the level of response needed to respond to the event.
- Initiate notification of required support needed to achieve level of response.
- Receive mission assignments from ESF-5.
  - Alabama Emergency Management Agency



# Alabama Department of **Human Resources**

## Post-event

- Mobilize resources and coordinate response for approved mission assignments.
- Coordinate and monitor the activities of all shelters (public and private). Coordinate opening of additional shelters as needed.
- Coordinate opening and closing shelters in accordance with public need as determined by the local mass care group.



# Alabama Department of **Human Resources**

## Post-event

- Continuously monitor occupancy levels and evacuees' needs, and report a daily listing of open and closed shelters to EMA.
- Manage all State shelters utilizing ARC regulations and procedures.
- Work with local mass care coordinating group in surveying the suitability of shelters following a disaster occurrence.
- Maintain an updated list of shelters for every county and other states as required.
- Gather data on other known private shelters.
  - Example: A local church opens a shelter that is not listed in the local EMA shelter list or in ARC's National Sheltering System.



# Alabama Department of **Human Resources**

## Post-event

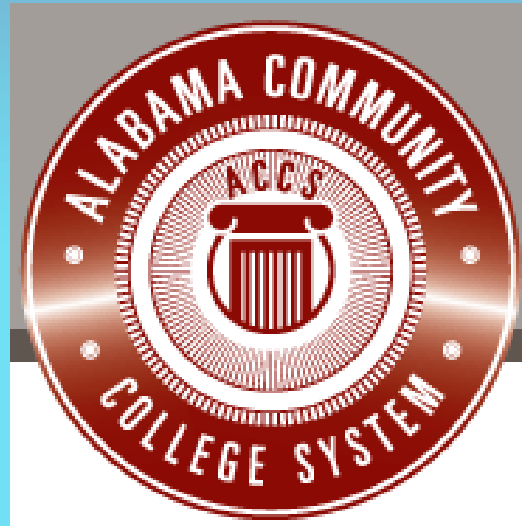
- Prepare mass care data including staffing and resource information.
- Coordinate the rotation of staff and replenish shelter supplies.
- Coordinate the consolidation of shelters, staff, resources, and supplies as shelter needs diminish.
- Prepare briefings on status of response operations.



# Alabama Department of **Human Resources**

## Additional Shelter Resources

- Use of Alabama Community Colleges facilities for shelter operations. ARC will support these shelters.





Alabama Department of  
**Human Resources**

# Disaster Response Timeline (for Hurricanes)





# Alabama Department of **Human Resources**

## 96 Hours

### DHR State Office

- SDHR Emergency Management Coordinator (Paul Smelley) alerted.
- Commissioner meets with Management Team.
- County Directors alerted and are requested to review local mass care plans.
- Coordination conference calls begin with EMCs of Human Services Branch agencies.

### DHR County Offices

- Meet with Local Mass Care Planning Group.
- Review Shelter Lists and inspect shelters with ARC and/or County EMA.



# Alabama Department of **Human Resources**

## 72 Hours

### DHR State Office

- Review State Plans with Management Team.
- Conference Call with all County Directors to provide planning updates.
- Continue monitoring the storm/event.
- Activate DHR Emergency Response Plan.
- Prepare to open DHR supported/managed shelters.
- Conference call with Human Services Branch EMCs to coordinate and provide visibility on preparation activities.

### DHR County Offices

- Review Plans.
- Select Shelter Teams.
- Prepare to open DHR supported/managed shelters.
- Prepare for deployment to shelters.



# Alabama Department of **Human Resources**

## 48 Hours

### DHR State Office

- Review Assignments.
- Alert all on-call personnel of possible activation.
- Conference Call with all County Directors.
- Staff SEOC in Clanton when activated.

### DHR County Offices

- Review Assignments.
- Alert all on call personnel of possible activation.
- Prepare to open DHR supported/managed shelters.
- Staff local EOCs as requested.



# Alabama Department of **Human Resources**

## 24 - 36 Hours

### DHR State Office

- Monitor Storm/Event.
- Conference Call with County Directors.
- Review Plans.

### DHR County Offices

- Review plans/Operate shelters in coordination with ARC, AEMA, and ADPH.
- Report shelter activities to AEMA Division Offices and SEOC.



# Alabama Department of **Human Resources**

## 12 Hours to Onset

### DHR State Office

- Monitor Storm/Event.
- Conference Call with County Directors.

### DHR County Offices

- Request mass care support, including shelter supplies and additional staff as needed through County EOCs and AEMA Division offices.
- Report Mass Care Activities to State DHR Office.



# Alabama Department of **Human Resources**

## Recovery

- State ESF#6 staff will continue to coordinate furnishing shelter and support until displaced persons are able to return to affected area(s).
- Assess need for D-SNAP. Begin taking and processing emergency food assistance (D-SNAP) if program is approved by Commissioner Buckner and USDA.
- Coordinate other Departmental relief operations as needed.





Alabama Department of  
**Human Resources**

EWS/ES Contact Information

Phone: (334) 353-3387

Website:

[www.dhr.alabama.gov](http://www.dhr.alabama.gov)

Email:

[paul.smelley@dhr.alabama.gov](mailto:paul.smelley@dhr.alabama.gov)

**EMERGENCY WELFARE SERVICES SHELTER REGISTRATION AND INFORMATION RECORD**

\_\_\_\_\_ County Department of Human Resources

**Case No.** \_\_\_\_\_

**Disaster Type** \_\_\_\_\_

**Disaster Date** \_\_\_\_\_

**1. Name** \_\_\_\_\_ **Age** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

Last

First

Middle Initial

**Permanent Address** \_\_\_\_\_

**Telephone**(\_\_\_\_\_) \_\_\_\_\_

**Temporary Address** \_\_\_\_\_

**Telephone**(\_\_\_\_\_) \_\_\_\_\_

**2. Composition of Household**      **Relationship**      **Age**

2. Composition of Household	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**3. Housing:**

Home Owner  
Renter  
Other  
Personal Property

**4. Resources:**

Insurance:  
Home  
Medical  
Car

**5. What Happened:**

Personal Injury  
Death(s)  
Damage to home  
Slight  
Major

**6. Current DHR Status**

Food Assistance  
Social Services  
Financial Assistance  
Other \_\_\_\_\_

**7. Source of Income**

Employed \_\_\_\_\_ (name/location)  
Unemployed  
None  
Other \_\_\_\_\_

Worker's Observation:

**I hereby authorize the Department of Human Resources to share the information on this form with other agencies and/or organizations.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Worker \_\_\_\_\_

Date \_\_\_\_\_

8. List Needs in the Categories Below:	9. Referral: Organization & Date	10. List as Applicable: Organization    Need Met    Amount    Date	11. Unmet Need	12. Worker
Social Services				
Shelter:      Permanent Temporary				
Food, Clothing, Household Items, Medical, and Legal Aid				
Other (Explain)				

Worker \_\_\_\_\_ Supervisor \_\_\_\_\_ Date Case Closed \_\_\_\_\_



## ALABAMA DEPARTMENT OF HUMAN RESOURCES

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[www.dhr.alabama.gov](http://www.dhr.alabama.gov)

