

Annex 6 (ESF-6 – Mass Care) to the Darlington County Emergency Operations Plan

Primary: Darlington County Department of Social Services

Support: The American Red Cross, The Salvation Army, SCDHEC (County Health Department and Pee Dee Regional Health District, Darlington County School District, School District Food Service Coordinator(s))

I. Introduction:

- A. The Department of Social Services is the primary or lead agency for coordinating Mass Care operations in Darlington County.
- B. For the purposes of this annex, all shelters in the county will be referred to as Emergency Shelters and will be not reserved strictly for disasters caused by natural hazards.
- C. Mass care encompasses sheltering, (existing or constructed facilities); feeding (fixed sites or mobile feeding units); bulk distribution of food and supplies, first aid at mass care facilities and designated sites and disaster welfare inquiries. DSS shall act as the primary Mass Care coordinator. The American Red Cross is the primary organization that operates mass care shelters in South Carolina. Both the American Red Cross and Salvation Army provide feeding capability through their own resources.
- D. DSS and DHEC will jointly open Special Medical Needs Shelters (SMNS) in Darlington County however, DHEC will manage the Special Medical Needs Shelter.

II. MISSION: To organize within Darlington County the capability to meet basic human needs in a disaster situation; to establish responsibility and policy for Mass Care operations in the preparedness, response, recovery and mitigations phases, and to provide those emergency welfare services needed by people who have suffered losses and for those who have been relocated as a result of a disaster.

III. Concept of Operations:

- A. The Director of Social Services is designated as the Mass Care Coordinator, and is responsible for the coordination of all governmental and volunteer agencies that comprise the Mass Care organization, which supports the needs of the populace during disasters. The Director of Social Services will coordinate all activities pertaining to the provision of disaster shelter planning and operations, the provision of DSS services, staff support for shelter operations. Mass Care Operations will be coordinated from the EOC located in the EMS Annex, located at 1625 Harry Byrd Hwy in Darlington, SC.

- B. When notified by the Emergency Services Director, the Mass Care Coordinator will activate the County's Mass Care organization. Requests for assistance will be routed through the EOC. Decisions for response are made by the Mass Care Coordinator. Mass Care services shall be rendered to any person in need of such services without regard to any person(s) race, religion, political beliefs or national origin.
- C. DSS is responsible for coordinating all Mass Care administrative, management, planning, training, preparedness, response, recovery and mitigation activities to include coordinating and maintaining the Mass Care SOP. All supporting agencies will assist DSS in the planning and execution of the above. All Mass Care personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all planning and response operations. DSS will coordinate with the Red Cross, Salvation Army and other volunteer relief organizations to facilitate interagency planning. DSS will serve as the primary Mass Care Coordinator. Each Mass Care member will manage its own programs and maintain administrative and financial control over its activities.
- D. The Red Cross, Salvation Army and other volunteer organizations independently provide mass care to disaster victims as part of broad program of disaster relief. Mass Care encompasses the following:
 - 1. Shelter:
 - (a) The provision of emergency shelters for disaster victims and emergency workers includes the use of pre-disaster designated shelter sites in existing structures, temporary shelters or the use of similar facilities outside the disaster area should evacuation be necessary. Mass care shelters may be opened by the Red Cross, Salvation Army or other organizations. However, Red Cross shelter operations are managed by the Red Cross trained volunteers and staff. Post-event sheltering may occur in facilities that were not previously designated as shelters and evacuees may be moved from the primary facilities if the facility has been made unsuitable by the event impact or if shelters need to be consolidated or closed in order to reopen public schools.
 - (b) A list of the County's designated shelters may be found in Appendix 1 of this annex.
 - (c) Shelters will be opened under the following situations:
 - 1. A hurricane is forecast to make landfall on the South Carolina coast. Twenty-four to forty-eight (24 – 48) hours before landfall, the Governor may order a mandatory evacuation of the coastal counties. When the evacuation order is issued, inland counties in the Hurricane

Conglomerates are required to open mandatory shelters to receive coastal evacuees.

2. An incident such as a hazardous material accident or flooding has occurred that require evacuation and sheltering of the affected populace.
 3. A disaster has caused catastrophic infrastructure damage that requires sheltering of the populace for reasons of life safety and health.
- (d) After coordinating with the Mass Care Coordinator, Red Cross and School District, the Emergency Services Director or his designee will determine the time and location of the shelters to be opened. This information will be communicated to all agencies responding to the incident and the PIO. The PIO will issue the appropriate press releases to the local media. Television and radio stations will be the primary means of communicating shelter information to the general public.
 - (e) Shelters will be staffed by personnel from the School District, Red Cross and DSS. School District personnel should take the Red Cross Shelter Manager's Course. The assigned School Resource Officer assisted by personnel from the SC State Guard will provide security. Additional security requirements will be coordinated through the Law Enforcement desk (ESF-13). Each shelter will have the capability to communicate with the EOC through one or more of the following methods; telephone, cell phone, radio or the Internet. Each shelter will have an assigned DHEC Nurse and an ambulance from a local Rescue Squad or EMS present at each facility.
 - (f) As the post-event situation is re-evaluated, shelters will be consolidated or closed as necessary to insure the most efficient use of available volunteers. The Emergency Services Director, the Mass Care Coordinator and Red Cross representative will closely coordinate all shelter consolidations and closures. After local coordination has been accomplished, the State EOC will be contacted and the consolidations and closures coordinated with SCEMD.
2. Feeding:
- (a) The Red Cross and Salvation Army will manage feeding programs for disaster victims and emergency workers through a combination of fixed sites, mobile feeding units and if needed bulk food distribution.
 - (b) Locally feeding operations will be coordinated through Mass Care (ESF-6) and supported by the School District, Red Cross, Salvation Army or other volunteer organizations as appropriate.
 - (c) Feeding operations will be based on sound nutritional standards and will

strive to include provisions for meeting any special dietary requirements of disaster victims.

- (d) Bulk distribution of relief supplies will be coordinated through Resource Support (ESF-7) and accomplished in accordance with the Disaster Logistics Support Plan.
- 3. Emergency First Aid: The Red Cross and Salvation Army will provide emergency first aid services to disaster victims and workers at their facilities. This will not eliminate required medical services provided by the County EMS and Rescue Squads.
- 4. Disaster Welfare Inquiry (DWI):
 - (a) The Red Cross will administer the disaster welfare inquiry system. Information regarding individuals within the affected area will be obtained from Red Cross documents.
 - (b) Disaster welfare inquiry will be provided to aid in reunification of family members within the affected area who were separated at the time of the disaster.
- 5. Bulk distribution of emergency relief supplies: Sites may be established within the affected area for distribution of emergency relief supplies. Distribution will be determined by the requirement to meet urgent needs of disaster victims for essential items in areas where commercial trade is inoperative or insufficient to meet the emergency needs of victims. Distribution of relief supplies will be coordinated through Resource Management (ESF-7) and accomplished in accordance with the Disaster Logistics Support Plan.
- 6. Special Medical Needs Shelters (SMNS):
 - (a) DHEC and DSS will jointly open the Special Medical Needs Shelter, however DHEC will manage the SMNS.
 - (b) The designated SMNS for the County is Medford Place Nursing Home. SMNS patients and their caregiver may use this facility. See Appendix 3, this annex for additional SMNS information.
 - (c) DSS will register SMNS patients and caregivers, contract for feeding at SMNS and report the shelter status to the Mass Care desk in the EOC.
- E. Darlington County Superintendent of Education: The School District Director of Operations is the Superintendent's EOC representative and will coordinate all activities pertaining to the provision of shelter services in the county schools in coordination with the Mass Care Coordinator and the Red Cross unless

otherwise directed by the Superintendent.

NOTE: In following paragraphs all references to the School District Superintendent or Superintendent of Education will simply be referred to as the Superintendent.

- F. The School District Food Services Coordinator will serve as the Food Services Coordinator for the county. The Food Services coordinator will coordinate all feeding and food supply activities for shelter operations through the individual School Lunch Supervisors and the Red Cross. The School District Lunch Supervisors, in coordination with the Red Cross, will be the coordinators of all activities pertaining to feeding and food supply during shelter operations at their schools.
- G. Pee Dee Chapter of the American Red Cross (ARC) will manage all disaster shelters and will be responsible for all activities pertaining to internal shelter operations, such as food services, shelter registration, disaster welfare inquiry; shelter staffing upon the opening of a designated shelter; first aid and administration of authorized Red Cross disaster relief programs. The use of the cafeterias and school district food supplies will be coordinated through the School District food Services Coordinator and Lunch Supervisors.
- H. The Salvation Army upon request and subject to authorization by the Zone Commander along with the availability of personnel, will be the coordinator of all activities pertaining to the provision of clothing, counseling, recreation, religious activities feeding (mobile canteens) and authorized Salvation Army disaster relief programs.
- I. See Annex 25, Appendix B for Hurricane Information.
- J. See Annex 25, Appendix D for Dam Failure Information.
- K. See Annex 25, Appendix C for Earthquake Information.

IV. Responsibilities:

A. Preparedness Phase:

- 1. The Mass Care Coordinator:
 - a. Maintains current information on Federal, State and County policies, laws and regulations relevant to the South Carolina Department of Social Service's responsibility for Mass Care.
 - b. Coordinates with all Mass Care agencies to develop and maintain this annex to the EOP.

- c. Maintains liaison with Emergency Services regarding DSS and Mass Care roles and responsibilities under the County and State Emergency Operations Plan.
 - d. Coordinates with the Emergency Services Office and all supporting Mass Care agencies in the maintenance of basic data on the location and inventories of Mass Care resources.
 - e. Maintains formal agreements and working relationships with supporting Mass Care agencies and organizations.
 - f. Develops and maintains the SOPs to include alert list of Mass Care personnel who may be notified when this ESF is activated.
 - g. Maintains normal essential operating records and reference materials.
 - h. Mass care agencies will conduct or participate in an annual exercise to validate this annex and supporting SOPs.
 - i. Provides guidance to local government in developing and maintaining a Mass Care capability.
 - j. Assists in recruiting volunteer Mass Care personnel.
 - k. Coordinates with the Emergency Services Director and the Red Cross while assisting in the designation, identification and maintenance of lists and locations of emergency shelters including a special medical needs shelter.
 - l. Ensures that all Mass Care personnel integrate NIMS principles in all planning and complete FEMA's NIMS Awareness course or an equivalent course.
 - m. Annually review the Department of Homeland Security Universal Task List and integrate tasks as appropriate.
2. The Superintendent of Education:
- a. Coordinates with the Red Cross to promote Red Cross Shelter Management Training within the school district.
 - b. When notified that a disaster is imminent or that a threat of a disaster exists, the Superintendent or her designee will remain in communication with the EWS Coordinator, and the designated school shelter managers.
 - c. Assists the EWS Coordinator in developing procedures to implement this plan.
3. The School District Food Services Coordinator:

- a. Upon notification that a disaster is imminent or that a threat of a disaster exists, the Food Services Coordinator will maintain communication with the Superintendent or her designee.
 - b. Assist in the recruitment of volunteers to augment the Food Services operation.
 - c. Maintain the manning roster and alert list of the food services staff.
 - d. Review procedures for the procurement of food.
 - e. Review bookkeeping procedures for accountability of foods obtained from USDA stock and from private sources.
 - f. Review emergency feeding menus with the non-governmental relief agencies.
 - g. Review procedures for emergency food purchasing/ acquisition.
4. The Pee Dee Chapter of the American Red Cross:
- a. Reviews the Red Cross Disaster Service Guidelines for the administration of Red Cross disaster relief programs.
 - b. Assists in the recruitment of volunteers for Mass Care.
 - c. Conducts Red Cross training courses for shelter managers.
 - d. Coordinates and executes agreements with the Superintendent or her designee and owners/administrators of other facilities relative to the use of their facilities as emergency shelters.
 - e. Upon notification that a disaster is imminent or that a threat of disaster exists, the Red Cross Coordinator will maintain communications with the Emergency Services Director and the Mass Care Coordinator.
5. The Salvation Army:
- a. Upon notification that a disaster is imminent or that a threat of a disaster exists, the Commanding Officer of the Salvation Army will maintain communication with the Mass Care agencies.
 - b. Notify the Zone Commander of the Salvation Army that a disaster is imminent or that a threat exists.
 - c. Review the Salvation Army Guidelines and Procedures in the following areas;

feeding, registration and identification, housing, furniture, bedding, clothing, household needs and counseling.

- d. Assist in the recruiting of volunteers for Mass Care.
- e. Administer Salvation Army disaster relief programs.

B. Response Phase:

NOTE: All incidents in Darlington County will be managed using the National Incident Management System (NIMS) Incident Command System/Unified Command System.

- 1. The Mass Care Coordinator:
 - a. Coordinates activities of DSS and the Mass Care Service.
 - b. Assists in the evaluation of all available information concerning the crisis and, as appropriate, respond to requests for Mass Care assistance.
 - c. Exchanges information concerning implementation procedures with agencies having Mass Care related responsibilities.
 - d. Keeps the public informed of available emergency welfare services and assistance programs.
 - e. Ensures the collection, compilation and maintenance of all essential Mass Care records and information.
 - f. Advises the Emergency Services Director of actions taken and problems encountered.
 - g. Assigns DSS staff to support Shelter operations.
 - h. Requests assistance from supporting County and State Mass Care departments or agencies as needed.
 - i. Shelters will be opened and closed in accordance with public need as assessed by the Emergency Services Director, Mass Care Coordinator and Red Cross. The final decision to close shelters rests with the Red Cross and the Emergency Services Director. Both agencies will coordinate the shelter closing with their counterparts in the State EOC.
 - j. The Mass Care Coordinator will coordinate with the School District to insure that each shelter has a working communications system and has contact with the EOC. This may include radio, telephone, computer or cellular telephone

communications.

- k. The Mass Care Coordinator will provide a list of shelters requiring a restoration of services to the EOC.
- l. The Mass Care Coordinator will coordinate with Law Enforcement (ESF-13) and the State Guard (ESF-19) regarding additional security resources if needed at mass care shelters.

2. The Superintendent of Education:

- a. Authorizes opening of Area schools as shelters.
- b. Ensures that responsible officials arrive to open school(s) designated as shelters.
- c. Maintains frequent communication with the Mass Care Coordinator, Red Cross, and other agencies of Mass Care and the designated shelter managers.

3. The School District Food Services Coordinator:

- a. Upon notification by the Superintendent that shelters have been opened or that feeding is required, the Food Services Coordinator will notify the Food Services staff to report to their designated areas.
- b. Determine feeding requirements.
- c. Organize staffing requirements.
- d. Insure the implementation of feeding operations.
- e. Coordinate these activities based on apparent needs as reported by the Red Cross, Salvation Army, and other authorizing non-governmental agencies.

4. The Pee Dee Chapter of the American Red Cross:

- a. Upon request of the Emergency Services Director and the Mass Care Coordinator, opens and manages shelters in accordance with Red Cross procedures.
- b. Assists in determining the staffing requirements necessary to support emergency operations in conjunction with other Mass Care agencies.
- c. Provide and support the following services; food, medical care, shelter,

identification, disaster welfare inquiry and clothing.

d. Initiates authorized Red Cross disaster relief programs.

5. The Salvation Army:

- a. When a disaster occurs the Commanding Officer will notify the Zone Commander of the Salvation Army.
- b. Assist in determining the staffing requirements necessary to support emergency operations in conjunction with other Mass Care agencies.
- c. As resources and staff are available support and provide, the following services; feeding, furniture, bedding, housing, household needs, clothing, personal services to victims, registration and counseling.
- d. Initiate Salvation Army disaster relief programs.

C. Recovery Phase:

1. The Mass Care Coordinator:

- a. Continue to coordinate Mass Care services through the Department of Social Services and other elements of Mass Care.
- b. Keep the public informed of available mass care services and assistance programs through the Public Information Officer.
- c. When notified by the Emergency Services Director coordinates the closing of shelter operations.
- d. DSS, the Red Cross, Salvation Army and the School District will work together to establish or support mass feeding sites. The first priority of mass feeding activities will be disaster victims. When possible, emergency workers will be encouraged to utilize established mass feeding sites in lieu of individual site distribution. However, if use of an established mass feeding site is not feasible for emergency workers, then a separate site will be established for the emergency workers.
- e. Mass Care (ESF-6) will coordinate with Public Works and Engineering (ESF-3) for garbage removal and with Health and Medical Services (ESF-8) for sanitation requirements and inspections at mass feeding sites.

2. The Superintendent of Education:

- a. Continues frequent communication and coordination with the Mass Care

Coordinator, Red Cross, other agencies of the Mass Care and the shelter managers.

- b. Ensures the continued utilization of designated schools as shelters until notified by the Mass Care Coordinator that the shelter(s) are no longer required.

3. The School District Food Services Coordinator:

- a. The Food Services Coordinator will coordinate the feeding of disaster victims and relief workers and make food purchases as necessary to support these efforts.
- b. Maintain accurate records of food usage for reimbursement through the FEMA Public Assistance program post disaster.
- c. Continue to coordinate all activities with government and non-governmental relief agencies.
- d. Submit an after action report to the Superintendent of Education or her designee with copies of food usage records.

4. The Pee Dee Chapter of the American Red Cross:

- a. Continue to manage shelters and provide the following services; food, medical care, shelter, identification, disaster welfare inquiry and clothing.
- b. Continue shelter management operations until a decision is made by the Emergency Services Director and Mass Care Coordinator that shelters are no longer required.
- c. Administers authorized Red Cross disaster relief programs.
- d. The Red Cross will coordinate mass feeding site locations to insure optimal access for public service based on emergency needs. The Red Cross will further coordinate with Resource Support and Transportation (ESF-1) to insure that food and water is delivered to the feeding sites.

5. The Salvation Army:

- a. The Salvation Army will continue to assist in the operation of shelters and provide the following services; feeding, registration and identification, housing, furniture, bedding, clothing, household needs and counseling until such operations are suspended.
- b. Administer authorized Salvation Army disaster relief programs.

D. Mitigation Phase:

1. Support and plan for mitigation measures.
2. Document matters that may be needed for inclusion in briefing, SITREPs and plans.

E. Shelter Manager's Responsibilities:

1. The duties and responsibilities of the Shelter Manager include, but are not limited to, those listed below. The Shelter Manager shall accomplish his duties and responsibilities through his shelter organization. For disasters, Darlington County shelters will be managed in accordance with American Red Cross guidelines.
 - a. Survey the shelter and maintain a record of any building damage or defects.
 - b. Assume the role as shelter manager and register shelterees to include names of all family members present and absent.
 - c. Obtain list of specialties of any volunteers that could be utilized in the operation of the shelter.
 - d. Develop and implement plans to provide fresh air, water, food, sleep, sanitation, and medical care as the conditions and resources of the shelter permit.
 - e. Establish a schedule and organize the people to carry out all shelter activities.
 - f. Maintain order and morale of shelterees by providing for religious, recreational and social activities.
 - g. Pass on to the shelterees as much information as is available concerning the disaster situation, since this may make them more content and assist in their coping with shelter living.
 - h. Attempt to obtain information concerning the status of missing family members.
 - i. Maintain a log of all activities and actions occurring during the shelter period.
 - j. Prepare and disseminate reports as necessary.
 - (1) Initial Shelter occupancy reports will be made to the Mass Care Coordinator, as soon as possible. Subsequent reports will include, but not be limited to:
 - (a) Numbers (by sex) sheltered (total)

- (b) Names of shelterees
- (c) Status of feeding, water, sanitation, health and medical.

(2) After action reports should include:

- (a) Length of stay
- (b) Number of shelterees
- (c) The conditions surrounding the different aspects of shelter living with recommendations for improving sheltering procedures.
- (d) Expenses incurred.

V. Administration and Logistics:

A. Reports, Invoices, Vouchers: Shelter Managers in each designated shelter will be responsible for maintaining reports, invoices and vouchers for that shelter. The Red Cross will follow their own regulations in maintaining records for the shelters that they manage.

B. Logistics

1. Food and Clothing Supplies:

- a. The Mass Care Service will use local resources to the fullest extent possible, including all reasonable substitutions and improvisations until nearing depletion before requesting assistance from the State Emergency Operations Center. The release, sale, or use of emergency items for purposes other than authorized is prohibited.
- b. Officials in charge of essential Mass Care services and facilities shall be instructed to continue to place orders with normal sources of supply. Orders that cannot be filled through normal distribution channels will be summarized by local Mass Care officials and communicated through the Emergency Services Director to the State Mass Care Coordinator.

2. Disaster Sheltering: For disaster sheltering the Red Cross will manage internal shelter operations in accordance with Red Cross regulations. All shelters in the county will be referred to as Emergency Shelters and will be not reserved strictly for disasters caused by natural hazards.

- a. The Emergency Services Director shall determine the need for shelter(s) and coordinate disaster sheltering with the Mass Care Coordinator. The decision

to open a shelter(s) along with the number of people to be sheltered and their geographical location shall be communicated to the Mass Care Coordinator. The Emergency Services Director, Mass Care Coordinator and the Red Cross will determine the most appropriate shelter(s) to be opened.

- b. The Red Cross will coordinate disaster sheltering with the Mass Care Coordinator while maintaining current facility utilization agreements with the school district relative to opening of schools for use as shelters. The Red Cross will obtain facility utilization agreements from owners or administrators than schools; e.g., ministers of churches, etc., for use as shelters.
 - c. It is desirable that the administrator for a facility be the shelter manager for that facility. This will require completion of an Red Cross Shelter Management Course and certification by the Red Cross.
 - d. The DSS Director will assign county DSS staff to support shelter operations as required.
3. Requests for Support: ALL requests for Mass Care support resources (manpower, supplies, services, and coordinative actions) beyond the County's capabilities will be forwarded through the EOC to the SEOC for coordination.

C. Provide a laptop computer for use in the ESF for WEBEOC access.

VI. Annex review and maintenance: This annex (ESF) will be reviewed annually by the primary action agency, department or individual with changes submitted to the Emergency Services Department by November 30th of each year for inclusion into the EOP. Following exercises or actual events the annex will be reviewed to determine if changes are required. If no changes are required, the primary action agency, department or individual will certify to the Emergency Services Director that the annex has been reviewed and changes are not required.

VII. Coordinating Instructions: This annex is effective for planning upon receipt and execution upon order.

Appendices:

1. Shelter List for Darlington County
2. Recommended Items for Shelterees
3. Special Medical Needs Shelter (SMNS)

Appendix 1(Shelter List) to Annex 6 (ESF-6 – Mass Care) to the Darlington County Emergency Operations Plan

Darlington County Emergency Shelters as of: March 1, 2005

The shelters listed on this chart will serve as the Hurricane and Emergency Shelters for Darlington County.

Shelter Number	Shelter Type	Shelter	Emergency Capacity (20 Sq Ft)
1	M	Darlington Middle School 160 Pinedale Road Darlington, SC 29532	1285
2	M	Hartsville Middle School 1427 Fourteenth Street Hartsville, SC 29550	1285
3	M	Lamar High School 214 N. Darlington Ave Lamar, SC 29069	367
4	M	Society Hill Community Building 236 Hall Street Society Hill, SC 29593	264
5	R	Darlington High School 525 Spring Street Darlington, SC 29532	432
6	R	Lamar Elementary 214 N. Darlington Ave Lamar, SC 29069	144
7	R	Hartsville Junior High 437 West Carolina Ave Hartsville, SC 29550	230
8	R	North Hartsville Elementary School 110 School Drive Hartsville, SC 29550	656
9	M	McLeod Regional Medical Center - Darlington 701 Cashua Ferry Road Darlington, SC 29532	60
DARCO Vulnerable population (SCEMD numbers):			25,773
DARCO Shelter requirements based on 10% of vulnerable pop:			2577
Total Shelter space available:			5189
Shortfall:			+2612

Appendix 2 (Recommended Items for Shelterees) to Annex 6 (ESF-6 - Mass Care) to the Darlington County Emergency Operations Plan

1. Due to the cost involved and the complexity that would accompany pre-stocking of personal items, it is highly recommended that each individual or family unit take at least the following items to the shelter with them:

- a. One blanket and pillow per person.
- b. Any special dietary requirements.
- c. Any medicines required, especially prescription drugs.
- d. Personal hygiene items.
- e. Battery powered radio.
- f. As much non-perishable foodstuffs as can be obtained.
- g. One gallon of water per person in clean Jerry cans, plastic or glass jugs and jars.

2. Shelter Stocking

a. There are no supplies or finances available to allow for prior stocking of shelters, the following procedures will apply at time of shelter occupancy.

- (1) Food supplies presently on hand in the feeding facilities will be utilized.
- (2) Preliminary shelter stocking procedures will outline the methods by which food stuffs and normal hygiene items, i.e., soap, toilet paper, etc., will be obtained.

(3) Utilization of USDA commodities will be in accordance with present USDA guidelines.

Appendix 3 (Special Medical Needs Shelter Information) to Annex 6 (ESF-6 – Mass Care) to the Darlington County Emergency Operations Plan

1. Darlington County will open a Special Medical Needs Shelter (SMNS) at Medford Place Nursing Home located at 105 Medford Place Drive in Darlington. The purpose of the SMNS is to provide a safe location for patients that require around the clock care to use during an emergency. DHEC has very specific criteria for SMNS patients. The following information is intended to guide the Mass Care Service and EOC staff on the specific qualifications for admission to a SMNS facility.

2. Special Medical Needs Shelters are designed for people whose age, frailty, mobility, functional and/or medical disability makes them particularly vulnerable and at-risk in disaster situations. Special Medical Needs Shelters are designed for those individuals who have pre-existing conditions resulting in medical impairments and who have been able to maintain activities of daily living in a home environment prior to the disaster or emergency situation.

3. Special Medical Needs shelters are temporary, emergency-type facilities capable of providing special/supervised housing to individuals whose physical or mental condition exceeds the Red Cross Disaster Health Services' level of capability for basic first aid in emergency or disaster shelters but is not severe enough to require hospitalization.

4. Special Medical Needs Shelters are intended to provide a safe environment for those requiring limited medical assistance or surveillance due to a pre-existing health problem. Special Medical Needs Shelters are not intended to be identified as a skilled care facility.

5. Limitations:

- A. Admissions to Special Medical Needs Shelters are limited to a level of care needed and resources available. Only those individuals meeting Category II criteria are eligible for admission. (NOTE: Only the category II patient information is included in this appendix.)
- B. Hospitals, Nursing Homes and Residential Care Facilities shall have disaster/emergency plans in place which assures the transfer of patients to appropriate, comparable facilities.
- C. Home Health Agencies must establish emergency plans with their patients/families upon admission to the program. Special Medical needs Shelters are the resource of last resort for these individuals. If a caregiver is needed, the care giver from home or the Home Health Agency should be attending with the individual.

6. Category II Patient Admission Criteria:

A. Persons in this category require some medical surveillance and /or special assistance. These individuals whose age, frailty, mobility, functional and/or medical disability make them particularly vulnerable and at-risk in disaster situations. These are individuals with medical impairments who have been able to maintain activities of daily living in a home environment prior to the disaster or emergency situation. Individuals meeting these criteria should be assigned to a SMNS, if appropriate bedding, staffing, equipment, power sources and supplies are available. If a care giver is needed, the care giver from the home or home health agency must accompany and stay with the person at the shelter.

B. Examples:

1. Wheelchair bound patients with medical needs.
2. Individuals with severely reduced mobility.
3. Persons with mental illness who are non-violent.
4. Medically impaired individuals who are able to maintain activities of daily living with special assistance, such as:
 - a. Partial paralysis
 - b. Intermittent infusion
 - c. Various ostomies (colostomies, tracheotomies, etc)
5. Persons with dementia who cannot be maintained at a Red Cross shelter.
6. Ventilator dependent.
7. Persons requiring continuous IV therapy (pain control, or hydration).
8. Oxygen dependent.
9. Comatose persons.

NOTE: If an individual with one of these medical conditions (underlined above) was homebound at the time of the emergency or disaster, he/she with the caretaker may report to a special medical needs shelter provided power sources, equipment and back-up supplies are available.

B. Management considerations which impact the decision to hospitalize or admit to special medical needs shelters include, but are not limited to:

- access to constant power source for suction pumps, respirators or other machine usage.
- need to replenish medications and/or supplies.
- access to physician for diagnosis, treatment, change in orders, etc.
- potential for health status of individual to change rapidly due to stress, environmental conditions, etc.
- ability to transport to a higher level of care.

C. If a patient decides to go to a SMNS, and it is appropriate for the patient, remind them to;

- Caretaker must go with the patient.

- Take enough medications for 7 days.
- Take all medical supplies, enough for 7 days.
- Take equipment, canes, walker, wheelchairs, etc.

Table 1 (SMNS Triage Protocol) to Appendix 3 (Special Medical Needs Shelter Information) to Annex 6 (ESF-6 – Mass Care) to the Darlington County Emergency Operations Plan

TRIAGE PROTOCOL

ASK: WHAT ARE YOUR MEDICAL PROBLEMS?

SPECIAL NEEDS POTENTIAL CLIENT DECISION TREE			
DIAGNOSIS	REGULAR RED CROSS SHELTER	YES - MAY GO TO SPECIAL NEEDS SHELTER	NO - MAY NOT GO TO A SPECIAL NEEDS SHELTER
<u>Cardiovascular</u> Myocardial Infarction (Heart Attack) Angina Congestive Heart Failure	Stable – without symptoms or recent hospitalizations	If no chest pain in past 2 weeks	If you have chest pain now, or if you have had chest pain in the past 2 weeks
<u>Respiratory</u> Asthma Emphysema COPD Ventilator Dependent Tracheostomies	Stable/Well-controlled with medications without symptoms May have hand-held Inhalers	Oxygen dependent 1 – 3 liters per minute Does not require suctioning	High concentration: 3 liters or higher Requires ventilators/respirators Requires breathing machine treatments (IPPB, Nebulizers) Cannot tolerate heat Requires suctioning
<u>Diabetes</u>	Stable/Well-controlled with medications and glucometer	Bring medications and Blood sugar machine and strips	
<u>Infectious Diseases</u>		Bring medications and notify staff on entering the shelter	
<u>Urological/Renal</u> Dialysis Foley Catheter Suprapubic Catheter Urstomy Incontinent bladder and/or bowel	NO NO	Treatment today? Next treatment due? Bring supplies Bring supplies – diapers, linen savers	Patient to call dialysis Center <u>CANNOT</u> perform at shelter

SPECIAL NEEDS POTENTIAL CLIENT DECISION TREE			
DIAGNOSIS	REGULAR RED CROSS SHELTER	YES - MAY GO TO SPECIAL NEEDS SHELTER	NO - MAY NOT GO TO A SPECIAL NEEDS SHELTER
<u>Neurological:</u> CVA-Stroke Head Injury Moderate to severe mental retardation Limited Mobility Paralysis Epilepsy/Seizures Comatose	Independent in Self-care or needs minimal assistance	Needs assistance Bring equipment, supplies and caregiver	If requires suctioning, make another plan. NO ELECTRICITY No seizure in last 24 hours. Recommend comatose person be moved to hospital or taken out of town
<u>Wound</u> Post-op surgery Decubitus Stasis Ulcers	NO	Bring supplies	
<u>Tube Feeding</u> Nasogastric (NG) Gastrostomy Tube Feeding	NO	Bolus/Gravity Feedings Bring supplies	Requires Pump
<u>Psychiatric</u> Depression Mania Schizophrenia Alzheimers Dementia	Cooperative? Symptoms controlled? Can tolerate crowded conditions? Bring medications.		Combative? Violent? Loud/Screaming Uncontrollable Uncooperative