

FUNCTIONAL ANNEX I
SHELTERING AND MASS CARE

- Primary Agency: Department of Education (DOE)
Office of Civil Defense (OCD)
- Support Agencies: Department of Public Health & Social Services (PHSS)
Department of Public Works (DPW)
Guam Fire Department (GFD)
Guam Housing & Urban Renewal Authority (GHURA)
Guam National Guard (GNG)
Guam Police Department (GPD)
Mayors' Council of Guam (MCOG)
- Support Organization: American Red Cross
Salvation Army
Volunteer Agencies (VOAD)

I. Introduction

A. Purpose

Functional Annex I — This function deals with the actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. It is government's role to provide for the sheltering and mass care of its citizens immediately prior to, during and following an emergency or disaster.

B. Scope

The Procedures and Actions provided by Functional Annex I include, but are not limited to:

1. Providing mass care to victims requiring shelter because of a disaster.

II. Policies

- A. All issues of policy, coordination of operations and the direction and control of the shelter and mass care of the citizens of Guam rests with the Office of Civil Defense (OCD), in conjunction with the Department of Education (DOE).
- B. Executive Order No. 91-09
- C. Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288, as amended)

III. Concept of Operations

A. General

The determination of when shelters are opened will rest with the Office of the Governor. When, during Typhoon preparations, the Governor declares CONDITION 2, the shelters will be opened for those requiring sheltering.

There are pre-determined public schools and/or community centers that will serve as shelters (see Appendix A). The intent is to use other community facilities such as the Village Gymnasiums, Community and/or Senior Citizens' Centers, the Harmon Sports Complex and the UOG Field House as the primary shelters rather than DOE school facilities. However, DOE will continue to take the lead in determining which school locations will be opened as shelters and make necessary preparations at CONDITION 3 so the shelters are operational when CONDITION 2 is declared. All plans and logistics will be coordinated with the OCD at the EOC.

A Shelteree Relocation Action Plan (see Appendix B) outlines daily objectives for the primary and support agencies following the "All Clear" to assist in the relocation of those sheltered in the schools to temporary, alternate housing.

B. Organization

DOE in conjunction with the OCD will coordinate the provisions of this annex with support from the response agencies at the EOC.

Support agencies may include but not be limited to:

1. American Red Cross
2. Salvation Army
3. Volunteer Agencies (VOAD)
4. Department of Public Works (DPW)
5. Mayors' Council of Guam (MCOG)
6. Guam Police Department (GPD)
7. Guam Fire Department (GFD)
8. Guam National Guard (GNG)
9. Department of Public Health & Social Services (PHSS)
10. Guam Housing & Urban Renewal Authority (GHURA)

C. Response Actions

When CONDITION 3 is officially declared, plans will be implemented to prepare the shelters to receive those needing the service.

When CONDITION 2 is officially declared, shelters will be opened so residents who need to evacuate can find safe housing until the "All Clear" is ordered. At that time shelters will remain open for a period of time following

the "All Clear" until those sheltered can return to their homes or find alternate housing.

IV. Responsibilities

The Department of Education will be responsible for the maintenance and revision of the Sheltering and Feeding program of this annex. OCD will review and exercise this annex.

A. Primary Agency

1. Department of Education (DOE)
 - a. Overall responsible for preparing and managing the shelters from CONDITION 3 to such time following the "All Clear" when all those sheltered can be relocated to temporary alternate housing.
 - b. Return Schools to pre-disaster conditions to allow classes to resume.
2. Office of Civil Defense (OCD)
 - a. Lead agency in coordinating all requests for assistance, materials and supplies made by the Department of Education and response agencies at the EOC.

B. Support Agencies

1. Department of Public Works (DPW)
 - a. DPW is a support agency to DOE and the Mayors' Council of Guam and will coordinate the transport of those needing shelter as requested.
2. Mayors' Council of Guam (MCOG)
 - a. Will coordinate the needs of the Village Mayors who will identify residents needing sheltering and transportation.
3. Guam Police Department (GPD)
 - a. Will coordinate with DOE the need for shelter security.
 - b. Coordinate request for security with the Guam National Guard.
4. Guam Fire Department (GFD)
 - a. EMS units will assist with the transportation of those requiring special medial assistance

5. Department of Public Health & Social Services (DPHSS)
 - a. Will coordinate the need for medical and health services at the shelters.
 - b. Will identify alternate shelter locations to accommodate those requiring special medical assistance and care.
 - c. Coordinate the transport and needs of those medically dependant or requiring special care.
 - d. Provide an area to quarantine those with infectious diseases.
 - e. Develop a data-base for those that are medically dependent and identify an area suitable for sheltering that will provide for their medical requirements.
 - f. Develop an MOU with private clinics and care centers for the sheltering and care of those who are medically dependent.

6. Guam Housing and Urban Renewal Authority (GHURA)
 - a. Assist the DOE relocate those sheltered from schools to temporary housing following the event.
 - b. Develop a database identifying alternate temporary housing that can be used for those requiring housing.
 - c. Establish placement procedures to relocate those requiring housing.

C. Support Organizations

1. America Red Cross
 - a. Remain in a support role to the Department of Education and with other response agencies.
 - b. Only if there is a Federal Disaster Declaration and ESF 6 is activated, the local chapter of the ARC will assume a major role to coordinate with DOE the feeding and care of those sheltered.
 - c. Provide Transient Accommodation Program for those displace and homeless.

2. Salvation Army
 - a. Primary support agency coordinating with the VOAD response activities.
 - b. Lead agency providing for the unmet needs of those relocating to their home sites.

V. Appendices

- A. Location of approved Shelters
- B. Shelteree Relocation Action Plan

- C. Inventory of supplies and materials at each location
- D. Requests for supplies forms
- E. Family Profile form

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