



# Bay Area UASI Management Team Project Charter UPDATE FOR 2018 2017-2018 Regional Care and Shelter Capability Building

## I. Project Sponsors

Association of Bay Area Health Officers	Contra Costa County (EHS, OES)
Alameda County (SSA, PHD, OES)	City of Richmond (OES)
City of Berkeley (Fire)	Marin County (OES, HHS, PHP)
City of Hayward (CSD, Fire)	Monterey County (OES)
City of Oakland (OES)	San Mateo County (HSA, EMS, HEP)
American Red Cross (ARC)	City of Redwood City (Fire)
California Department of Social Services	City of San Mateo
California Emergency Medical Services Authority	City of Foster City
California Governor's Office of Emergency Services	Santa Clara County (SSA, PHD, EMS)
City and County of San Francisco (HSA, DEM, Fire)	City of San Jose (OES, Parks & Rec)
University of California San Francisco	Santa Cruz County (OES)
	Solano County (OES, HSS)
	Sonoma County (OES, PHP)

Additional agencies are welcome to support this project through engagement in the UASI's Care and Sheltering Subcommittee.

## II. Project Description

The UASI Emergency Management Workgroup's Care and Shelter Subcommittee has completed the first of a two-year regional capability building effort. All activities include consideration of access and functional needs populations. This section summarizes the accomplishments during 2017 and outlines intentions for 2018.

### Calendar Year 2017 (FY16 performance period Jan-Dec 2017)

1. Evaluated local care and shelter plans
2. Developed care and shelter planning guidance
3. Conducted a 3 part workshop series:
  - a. Roles and Responsibilities (May 31, 2017)
  - b. Best Practices for Integrating Access and Functional Needs (August 23, 2017)
  - c. Addressing Medical and Animal Care Needs in a Shelter (November 1, 2017)
4. Built a statewide WebEOC Shelter Board
5. Piloted use of the American Red Cross online EDGE training system for local government staff
6. Evaluated existing local government MOUs with American Red Cross
7. Developed a Regional Strategy for continued capability building
8. Served on exercise planning teams and participated in the Yellow Command Tabletop Exercise Series focused on Care and Shelter Operations



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## **Calendar Year 2018** (*FY17 performance period Jan-Dec 2018*)

To build on the work conducted with all Bay Area jurisdictions in 2017 and continue enhancing local government capabilities for care and shelter operations, the following activities are proposed for 2018. These will be revised and refined through discussion with the Care and Shelter Subcommittee and as funding allocations are confirmed.

1. Conduct a series of facilitated workgroup discussions to establish a Bay Area regional understanding of how medical needs may be supported in a shelter.
2. Develop MOU templates for local jurisdictions to use in the following manners:
  - a. a three-way agreement between the jurisdiction, an identified shelter facility, and the American Red Cross.
  - b. with a spontaneous shelter in a real-time disaster situation.
  - c. with other non-governmental organization partners such as SPCA, Salvation Army, centers for independent living, etc to include functions such as animal care, mass feeding, and accommodations for access and functional needs.
3. Leveraging work completed in 2017 with the Bay Area jurisdictions, build a revised Capability Assessment Tool to specifically measure Mass Care Services capabilities for Bay Area jurisdictions.
4. Evaluate local animal sheltering plans and develop planning guidance based on national best practices.
5. Develop a multi-media community outreach toolkit for real-time use in sharing shelter activation information with the public in coordination with the Bay Area Joint Information System (JIS).
6. Augment the Care and Shelter Resource Gap Identification Tool developed in 2017 to account for feeding and other care components, medical capabilities, and animal care capabilities.
7. Establish regionally agreed upon essential elements of information for sharing between shelters and local EOCs.
8. Coordinate with the Yellow Command Exercise Planning Team to incorporate full-scale activation of shelters into the exercise in 2018.

## **III. Purpose**

### **Problem/Opportunity**

UASI jurisdictions do not have updated agreements with ARC or other non-government agencies. These agreements would ideally identify facilities, staff and/or resources required to satisfy local government regulated care (feeding) and sheltering obligations. In order to meet the anticipated needs of moderate to catastrophic level disasters in the Bay Area, such agreements must be in place to effectively respond and provide services to affected populations. American Red Cross has reorganized, making it an ideal time for local governments to re-establish partnership agreements and understand the resources they can expect from ARC. Equipment, shelter facility identification, facility agreements, and updated roles and responsibilities must be defined to effectively respond in a sheltering incident.



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## **Solution/Vision**

Build capabilities over a two year period for local government to perform care and sheltering functions, including serving disabled and access and functional needs populations, coordinated pet sheltering and medical conditions operations, throughout the Bay Area. Leverage previously developed sheltering tools, training and planning in other UASI areas including City of LA and San Diego County and utilize lessons learned from California real world incidents. Using the UASI RFQ vendor list, leverage UASI management team staff for project management services and to coordinate with the FEMA IX/CalOES Bay Area Earthquake Plan (BAEP) exercise efforts.

## **Outcomes**

The new capability assessment tool will more effectively measure and evaluate the Bay Area's Mass Care Services core capability. The Bay Area jurisdictions and agencies will have a defined strategy and be trained on roles and responsibilities for serving anticipated mass care and sheltering needs throughout the region. UASI jurisdictions will have access to a virtual database / map of facilities with pre-existing shelter agreements and supply caches noting appropriate attributes (e.g. POC, facility maps, staffing and resource needs for all displaced population types, medical conditions sheltering capabilities, companion pet and large animal co-sheltering operations, mobile vet clinics). UASI jurisdictions will have a shared understanding of expectations for local government functions within Mass Care Services including accommodations for people with access and functional needs, addressing medical needs in a shelter, caring and sheltering animals, etc.

## **IV. Budget and Timeline Estimate**

- CY 2017: Received allocation of \$150K\* for contractor support to be completed by December 31, 2017.
- CY 2018: Seek allocation of \$150K\* for contractor support on 2018 Activities 1 – 6 to be completed by December 31, 2018.

## **Resources**

### *Funding*

- Bay Area UASI FY17 Regional Grant Funds
- Bay Area UASI FY18 Regional Grant Funds

\*allocated funds will need to be swapped with FY16 and FY17 to complete work in the given calendar years.

### *Staff Time*

- Bay Area UASI Emergency Management Workgroup Care and Shelter Subcommittee
- Bay Area UASI Project Manager



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**V. Original Project Charter Approvals**

Approved by Regional Program Manager December 6, 2016  
Approved by Assistant General Manager December 7, 2016  
Confirmed by Care and Shelter Subcommittee December 7, 2016

**VI. Updated 2018 Project Charter Approvals**

Approved by Regional Program Manager December 13, 2017  
Approved by Assistant General Manager December 14, 2017  
Confirmed by Care and Shelter Subcommittee (*pending*)