



Georgia State Shelter Plan

2024

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Approval and Implementation

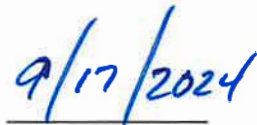
Transmitted herewith is the updated Georgia State Shelter Plan, a support annex to the Georgia Emergency Operations Plan. It provides a framework in which the agencies of the State of Georgia can plan and perform their respective emergency functions during a disaster or emergency. This plan attempts to be all inclusive in combining the four phases of Emergency Management, which are (1) Mitigation: those activities which eliminate or reduce the probability of disaster; (2) Preparedness: those activities which government, organizations, and individuals develop to save lives and minimize damage; (3) Response: to prevent loss of lives and property and provide emergency assistance; and (4) Recovery: short-term and long-term activities which return the community to normal or with improved standards.



James C. Stallings

Director

Georgia Emergency Management and Homeland Security Agency



Date

Executive Summary

The Georgia State Shelter Plan describes the necessary steps the State will take to prepare and respond to a disaster that requires sheltering. It describes the actions taken by the State's agencies that have been assigned Emergency Support Function (ESF) roles with the Georgia Emergency Operations Plan (GEOP). This plan is meant to be a guide, in that it allows the State of Georgia to adjust its response based upon the size and scope of the incident. The Georgia State Shelter Plan is designed to meet Federal Emergency Management Agency (FEMA) standards, Emergency Management Accreditation Program standards, National Incident Management System requirements, and is compliant with the GEOP. This plan also meets the Americans with Disabilities Act (ADA) requirements to make it accessible under the ADA.

Record of Change

Change #	Date	Part Affected	Date Posted	Who Posted

Record of Distribution

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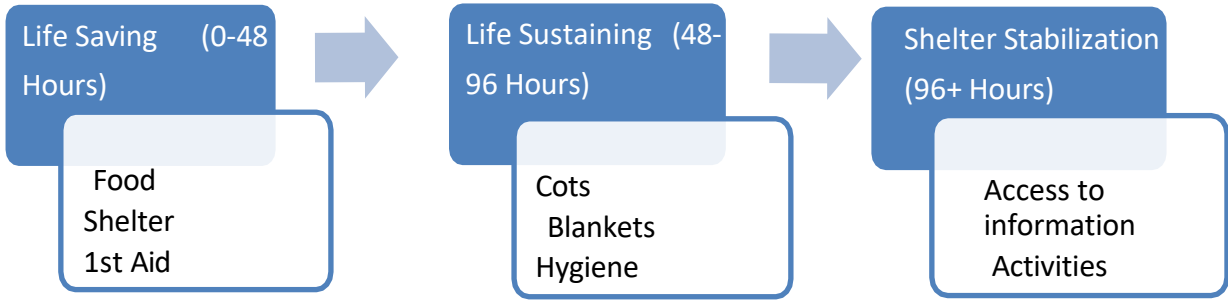
1.0 Introduction

1.1 Purpose

The purpose of this plan is to outline the planning considerations surrounding the sheltering of all individuals in the State of Georgia. It identifies common terminology and creates minimum shelter standards for any location providing sheltering in response to all hazards and events regardless of the size and scope. The plan identifies the roles and responsibilities of State Emergency Support Function (ESF) -6 primary and support agencies based on pre identified levels of activation. It also defines the procedures for local jurisdictions to seek assistance with sheltering, as well as the Federal capabilities. It is the intent of the Georgia State Shelter Plan to ensure that all individuals of Georgia seeking shelter have access to shelters that meet State minimum standards to open facilities that are safe, secure, and sanitary regardless of the size, scope, or type of event during an evacuation.

1.2 Scope

In the event of a disaster that triggers evacuations, most individuals will take care of themselves and their family members. Historically between 5% and 10% of the population will seek a public sheltering option during emergencies. For the population seeking public shelter, County and State, along with support from the American Red Cross (ARC) and other non-governmental organizations (NGOs), will provide a safe, secure, and sanitary shelter option. Georgia will prioritize sheltering and mass care services just as any other emergency service - according to life saving, life sustaining and stabilizing the environment. Shelter services may be available in excess or in addition to the standard but will depend on the disaster situation.



Note The chart below depicts a worse-case scenario. Resources and services will be provided as available.*

1.3 Definitions

The definitions below provide standardization and guidance on commonly used mass care or shelter words/phrases. The definitions come from various ARC shelter documents, Georgia Department of Public Health Mass Care Manual, and FEMA shelter guidance documents and training.

Emergency Support Function (ESF-6)- In accordance with the Georgia Emergency Operations Plan (GEOP) the Georgia Department of Human Services (DHS) has primary responsibility for coordinating with County, State, and Federal entities, supporting agencies and non-governmental organizations to address emergency sheltering, emergency feeding, reunification and unaccompanied minors and donations management. ESF-6 support agencies are GEMA/HS and the ARC. ESF-6 will coordinate staffing and resource support for ARC General Population Shelters (GPS) once all county resources have been exhausted and upon request from local governments. This also includes the collection and reporting of data related to the evacuation and sheltering of disaster survivors. DHS has primary responsibility for coordinating mass feeding to disaster survivors and emergency workers during all phases of disasters. This includes coordinating with vendors to provide meals in all ARC shelters upon request from local governments.

The Georgia State Shelter Task Force (STF)- works to provide a framework which the Counties can coordinate their actions with State Government, Partner Agencies, and other stakeholders to respond to All-Hazards event. Shelter Task Force activities include but are not limited to fostering County-to-County Sheltering Agreements, updating State Shelter Plans, participating in quarterly coordination calls, advocating for innovative sheltering solutions.

The State Shelter Task Force is Comprised of the following agencies:

- Georgia Emergency Management and Homeland Security Agency (GEMA/HS)
- Georgia Department of Human Services (DHS)
- American Red Cross
- Georgia Department of Public Health (GDPH)
- Technical College System of Georgia (TCSG)
- Georgia Department of Behavioral Health and Developmental Disabilities (DBHDD)
- Georgia Department of Agriculture (GDA)
- Georgia Department of Public Safety (DPS)

Mass Care- Refers to activities that are coordinated by Emergency Support Function 6 (ESF-6) which includes congregate sheltering, feeding, distribution of emergency supplies, and reunification of children with their parent(s)/legal guardians and adults with their families.

Emergency Assistance- Coordination of voluntary organizations and unsolicited donations and management of unaffiliated volunteers; essential community relief services; non-congregate and transitional sheltering; support to individuals with disabilities and others with functional and access needs in congregate facilities; support to children in disasters; support to mass evacuations; and support for the rescue, transportation, care, shelter, and essential needs of household pets and service animals.

Temporary Housing- Temporary housing options including rental, repair, and loan assistance; replacement; factory-built housing; semi-permanent construction; referrals; identification and provision of safe, secure, functional, and physically accessible housing; and access to other sources of temporary housing assistance.

Human Services- Disaster assistance programs that help survivors address unmet disaster-caused needs and/or non-housing losses through loans and grants; also includes supplemental nutrition assistance, medical assistance, clothing and sanitary supplies, crisis counseling, disaster case management, disaster unemployment, disaster legal services, and other State and Federal human services programs and benefits to survivors.

Service Animal- An animal that is individually trained to do work or perform tasks for a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animals are permitted in emergency congregate shelters. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to:

- Assisting individuals who are blind or have low vision with navigation and other tasks.
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds.
- Providing non-violent protection or rescue work.
- Pulling a wheelchair.
- Assisting an individual during a seizure.
- Alerting individuals to the presence of allergens.
- Retrieving items such as medicine or the telephone.
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities.
- Helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Hurricane Registry- A registry of individuals with certain healthcare conditions who need transportation or medical assistance and have no resources such as family to help them evacuate if a hurricane is threatening. The Hurricane Registry is a list maintained by the health departments in the eight Georgia counties of the Coastal Health District (9-1).

Evacuee- A person who leaves a place of danger for somewhere safe and may or may not seek a public congregate shelter. An evacuee could be an individual's choice (voluntary) or mandated by county or State government.

Types of Evacuees

- **Self-Evacuees** – Individuals that have chosen to evacuate on their own and have evacuation transportation but may need a public shelter.
- **Critical Transportation Need (CTN)** – an evacuee that does not have the means to transport themselves out of a risk area and in need of government supported

assistance. CTN evacuees are either on the Hurricane Registry or Transit Dependent Individuals.

- **Transit Dependent Individuals**- Individuals who do not have transportation or lack the ability to themselves out of an evacuation zone and require public transportation to evacuate.
- **Hurricane Registry Evacuees**- Individuals who have been vetted and approved by Public Health to be on the Hurricane Registry. Hurricane Registry Evacuees are classified as either an individual with Functional and Access Needs or Medical Support Needs.
- **Functional and Access Needs**- Individuals with and without disabilities who may need additional assistance because of any temporary or permanent condition during a disaster. These individuals could include but are not limited to the following:
 - A person requiring medication, Consumable Medical Supplies (CMS), (such as hearing aid batteries, incontinence supplies), or Durable Medical Equipment (such as wheelchairs, walkers, canes etc.).
 - A person with a stable medical or psychiatric condition.
 - A person who requires a caregiver where the regular caregiver can stay with the person.
 - A person requiring assistance with transferring from a wheelchair to a cot where the assistance does not require specialized training or lifting equipment.
 - A person requiring oxygen who is mobile and does not require medical attention.
 - A person needing assistance with some activities of daily living such as cutting food.
- **Medical Support Needs** – include individuals who are not self-sufficient or who do not have adequate support from caregivers, family, or friends and will assistance with managing unstable, terminal, or contagious conditions that require observation and ongoing treatment; managing intravenous therapy, tube feeding, and vital signs; receiving dialysis, oxygen, and suction administration; managing wounds; and operating power dependent equipment to sustain life. These individuals require the support of trained medical professionals in a specialized shelter equipped to support these individuals.

Risk County-A County that has an increased risk of mass evacuation that will need to shelter residents outside its jurisdiction.

Host County- A County that has agreed to host and shelter individuals who have evacuated from another county.

County-to-County Sheltering Agreements – A formal agreement between two counties to shelter at-risk community residents from one county (risk county) to another (host county). County-to-County sheltering agreements are used to establish shelters for CTN evacuees.

County Pick Up Point (CPP) – A centralized pickup location within the risk county where CTN evacuees are brought to be registered, triaged, and transported out of the risk area. The CPP is managed and planned by the risk county.

Congregate Shelter – Traditional, temporary 24 hour sheltering in facilities with large open spaces for sleeping. The facility provides a safe area for feeding, water, healthcare support, and staffing to support evacuee needs during an evacuation period.

Non-Congregate Shelter- Nontraditional emergency shelters which provide alternatives for incidents when conventional congregate sheltering methods are unavailable or overwhelmed, or longer-term temporary sheltering is required. Typically, facilities that are used provide a higher level of privacy than conventional congregate shelters. Non-congregate shelters may include hotels, cruise ships, dormitories, converted buildings, or other facilities with private sleeping spaces but possibly shared bathroom and/or cooking facilities.

1.4 Situation

The State of Georgia has 159 counties and a population estimated at about 10,912,876 (2022 US Census estimates). Georgia is a Home Rule state as constituted by the Georgia State Constitution. Georgia Counties have the autonomy and authority to respond to emergencies and disasters as they see appropriate. When county resources are exhausted, they may reach out to the State of Georgia for assistance.

- Georgia faces a variety of natural, technological, and Manmade hazards, identified in the Hazard Identification and Risk Analysis Plan, which pose a threat to the citizens. They include but are not limited to hurricanes, severe storms, tornadoes, floods, freezes, winter storms, earthquake, wildfires, nuclear power plant incidents, transportation, and other hazardous materials (HAZMAT) incidents, industrial accidents, nuclear attack, chemical/biological warfare, terrorist incidents, civil disturbances or riots.
- A subset of Georgia individuals will require some government assistance in the event of a major evacuation. The types of assistance that have been traditionally provided are transportation, sheltering, medical support/monitoring and pet sheltering.
- For mass care events that exceed local resources, the responsibility of planning for, responding to, and recovering from the event in the State of Georgia must be a combined and coordinated effort between County, State, and Federal entities, supporting agencies and non-governmental organizations.

1.5 Assumptions

- Emergencies or disasters could, individually or in combination, cause emergency conditions in any area of the state. Emergencies can vary in scope and intensity, from a small local incident with minimal damage to a multi-county disaster with extensive devastation and loss of life. Thus, every County will develop their own sheltering capability in their Local Emergency Operations Plan (LEOP). Under this multi-hazard plan, every County is a sheltering County.
- Individuals in the State of Georgia are encouraged to develop their own disaster evacuation and sheltering plan. County, State and NGO leadership continue to promote personal responsibility during disasters.
- State assistance is expected to complement County efforts and Federal assistance may supplement State and County efforts when it is clearly demonstrated that it is beyond County and State capability to cope with the disaster or emergency.

- The State will maintain relationships with County and Federal partners to ensure the timely delivery of assets to Georgians.
- County-to-County sheltering Agreements are jointly activated by the risk and host county when a Coastal Evacuation is issued, and the risk county can no longer safely shelter evacuees within its jurisdiction.
- ESF-6 and all support partners will make every attempt to plan for and accommodate individuals with functional needs in shelters within the State in compliance with the Americans with Disabilities Act. This accommodation is life sustaining.

2.0 Direction, Control, and Coordination

2.1 Authority to Activate Shelter Operations

Each of the 161 recognized emergency management agencies in the State of Georgia has the authority to open an emergency shelter per local and State guidance and regulations. Most emergency shelters opened in Georgia are ARC managed shelters. During significant emergency shelter operations, local and State government support ARC Shelters with government resources.

2.2 Notification

When shelters are opened in Georgia during an emergency or disaster, the local emergency management agency is expected to document the opening of a shelter in WebEOC. Critical information about the shelter (including location, updated shelter population etc.) should be documented in WebEOC and tracked by ESF-6. ARC managed shelters will be tracked by GEMA/HS and ARC.

2.3 Coordination and Situational Awareness

The overall strategy for dealing with emergencies is to minimize the loss of life and maintain the safety of individuals. A large part of the population will act in their own best interest and voluntarily evacuate from a disaster using their personal transportation and with their own alternate shelter accommodation that includes staying with their family, friends, or a hotel. Most evacuees are expected to relocate using their own transportation and resources, however there will be some that will require a public shelter facility. Depending on the size and scope of the disaster, shelter(s) may not be available within the evacuee's county of residence. In the case of a major evacuation event, individuals using their own transportation can find an available shelter location by listening to local officials, local press releases, State press releases, or State official's social media outlets, or from official messaging from the ARC.

Critical Transportation Needs (CTN) evacuees represent a small subset of the population that may not have their own means of transportation and/or sheltering and will need government assistance for these resources. CTN evacuees are Transit Dependent Individuals but may also be included on the Hurricane Registry. Individuals must apply to be on the Hurricane Registry and approved by the Local Health District.

Once registered, individuals will be placed in one of two categories called Medical Support Needs or Functional and Access Needs. When requested by local EMA and approved by Georgia Department of Public Health, individuals on the Hurricane Registry with Medical Support Needs will be transported to a non-congregate Medical Support Needs Shelter. Individuals on the Hurricane Registry with Functional and Access Needs will be transported to congregate shelters. Public Health will coordinate with Local EMA, and GEMA/HS to differentiate the total numbers of individuals with Medical Support Needs and Functional and Access Needs for each county with a Hurricane Registry. County EMA is responsible for estimating and reporting the total CTN number to GEMA/HS each year. The total CTN evacuation estimate number is the number of individuals on the Hurricane Registry and the estimated number of Transit Dependent Individuals. Transit Dependent Individuals estimations will be based on historical evacuation data, demographic data/trends, and the latest Hurricane Evacuation Study. GEMA/HS will use the CTN evacuee estimate number from the counties to secure appropriate State and Federal resources.

In the case of an evacuation out of the county, groups of CTN residents will be picked up from their local area in the county to be registered, triaged, and transported to the host county or the Medical Support Needs Shelter. The collection point is referred to as the County Pick up Point (CPP).

3.0 Concept of Operations

3.1 Congregate Shelter Types

This section defines different types of congregate shelters that are opened during emergencies in the State of Georgia.

- **Emergency Evacuation Shelter:** An emergency evacuation shelter is an accessible facility set up in the event of a rapid evacuation or to provide a safe place to congregate while a major storm passes. Emergency evacuation shelters typically allow less space per person to maximize the number of clients that can be accommodated. Shelters are typically open for less than 72 hours. Emergency Evacuation Shelters opened longer than 72 hours will be transitioned to general population shelters.
- **General Population:** A general population shelter is an accessible facility set up to provide shelter for everyone in the community, including individuals with functional and access needs, including those with disabilities requiring supportive services to maintain independence and utilize the shelter and its programs and services.
 - **General Population Short Term Shelters:** General Population shelters that are open for less than two weeks.
 - **General Population Long Term Shelters:** General Population shelters that are open for longer than two weeks. Generally, long term shelters require additional resources and wrap around services to meet the need of shelter residents.

- **Functional and Access Needs Shelters:** Facilities with trained staff to care for people who have functional access needs. These shelters provide a higher level of medical support than general population shelters.

3.1.1 Congregate Shelter Management Agencies

In the State of Georgia, congregate shelters are managed by the ARC, the County, or a nongovernmental agency like a house of worship. The State of Georgia does not manage congregate shelters. However, when formally requested via WebEOC resource request by the County and approved in WebEOC by ESF-6, the State of Georgia may provide shelter staffing, technical guidance, or resources to support ARC or County Operated congregate shelters.

- **ARC Shelters:** A shelter that is managed by the ARC. Most congregate shelters in the State of Georgia are ARC managed.
- **County Operated Shelters (COS):** Municipal owned facilities or houses of worship that have entered into a Memorandum of Agreement (MOA) with the County. COS are coordinated and managed through the local EMA. Staffing, training, and resources for COS are provided by the County.
- **Independent Shelters (IND):** Shelters that are not partnered with a local EMA or ARC and may have been opened by private-sector partners, faith-based partners, or NGOs. Independent Shelters are also known and commonly referred to as ‘Good-Samaritan shelters.’ Independent shelters will not receive State staffing, technical guidance, or resources unless it is converted into an ARC or County Operated shelter.

3.2 Non-Congregate Shelters

Non-Congregate shelters are a less common form of emergency sheltering in the State of Georgia. Typically, non-congregate shelters are utilized when there are unusual or extenuating circumstances. In rare instances, the State of Georgia will establish and operate a non-congregate Medical Support Needs Shelter for individuals on the Hurricane Registry and classified as Medical Needs.

- **Medical Support Needs Shelter:** A facility dedicated to serving individuals with medical needs. This facility is managed by the Georgia Department of Public Health and has medical services and staff available for the evacuees.
- **Hotel/Dormitories Shelters:** Extenuating circumstances like a pandemic or communicable disease outbreak that require individuals to be temporarily sheltered in hotel rooms or dormitories during an emergency.
- **State of Georgia Department of Natural Resources (DNR) facilities:** DNR State Parks, campgrounds, or other DNR operated properties. These properties are not traditional type shelters but are open to offer individuals a safe refuge. Typically, shelter staffing and wrap around services are not provided to individuals who choose to stay at DNR State Parks or campgrounds during an emergency.

3.3 Congregate Shelter Standards

Shelters provide a safe, secure, and sanitary place for individuals and families affected by a disaster. No person seeking shelter will be denied services. Shelter workers will

strive to accommodate individuals with disabilities. A coastal mandatory evacuation will activate County-to-County sheltering agreements for CTN populations and be accompanied with preidentified shelters for self-evacuees. Shelter staff members abide by principles of confidentiality. Shelters strive to be safe, secure spaces. Shelter management takes active measures to ensure the safety of those being assisted. While the standards below are recommended, in some cases during a major evacuation, the recommended standards may not be achieved.

3.4.1 Congregate Shelter Staffing Matrix

The purpose of the Shelter Staffing Matrix is to standardize staffing levels required to open and operate a shelter in the State of Georgia. The minimum standards provided are intended to be the minimum amount of staffing needed to open and operate a shelter during a no-notice event or a large-scale disaster. It is recommended shelters are not opened until minimum staffing ratios have been met. Minimum staffing ratios should be met during the first 24 hours and/or during peak periods of intake. The Shelter Manager and Health Services Manager may reevaluate the need for clinical staffing and adjust ratios as needed to accommodate the needs of the shelter residents. The ideal standards are intended for shelters that have an abundance of staffing resources or for shelters that have high percentages of individuals with functional or access needs. The numbers and definitions in this matrix were created through discussions and collaborations with agencies on the Georgia State Shelter Taskforce.

Definitions

- **Shelter Manager-** Responsible for managing the day to day sheltering operations and directly managing non-clinical shelter workers. The Shelter Manager oversees the clinical staff but does not directly supervise the day-to-day activities of individual clinical workers. Typically, the Shelter Manager is a trained ARC volunteer or staff member.
- **Shelter Worker-** Responsible for completing daily tasks to ensure the operation of the shelter. Duties include but are not limited to; registration, reunification, food service, setting up shelter, janitorial duties, emotional and spiritual care, non-clinical assistance, and other duties as assigned. Shelter workers can be trained ARC volunteers or staff members, trained DHS staff, trained Georgia Defense force volunteers, county volunteers, or trained local volunteers.
- **Health Services Manager-** Responsible for managing the clinical staff working in emergency shelters. The Health Services Manager will help determine the clinical staffing ratios based on acuity levels of shelter residents. The Health Services Manager reports to the Shelter Manager and is typically a Public Health employee (Health district or State Public Health) but may be an ARC volunteer.
- **Licensed Clinical Staff-** to a clinician who has a Georgia accredited Medical License.. Licensed Clinical Staff are responsible for completing health services-related activities. Activities include but are not limited to medical assessments, health screenings, emergency first aid and other medical duties as assigned, excluding general registration.
 - These clinical duties are not restricted to a RN's Scope of practice and other workers who have a clinical license that allows them to practice in the State of

Georgia can fulfill the role of a RN in a shelter. Examples include Licensed Practical Nurses (LPNs), Emergency Medical Technicians (EMTs), Paramedics, Physician Assistants (PAs), Medical Doctors (MDs), Nurse Practitioners (NPs), Doctor of Osteopathic Medicine (DOs), or other licensed clinicians that may be part of the Medical Reserve Corps (MRC).

- **Non-Licensed Clinical Staff-** Additional Clinical Workers can include staff without a clinical license. Staff can include but are not limited to clerical work, logistical support, and clinical students.
- **Security-** Personnel who are authorized to exercise the power of arrest and whose duties include the preservation of public order, the protection of life and property and the prevention, detection, or investigation of crime. Personnel include but are not limited to; local municipality police officers (county or city), Georgia State Patrol Officers, Department of Adult Supervision officers, Department of Correction Officers, etc.

Shelter Manager and nonclinical staff Ratios

- The minimum staffing ratio for nonclinical shelter workers is one shelter worker per 50 shelter residents during the day. At night the ratio is slightly less, one shelter worker per 75 shelter residents.
- The ideal staffing ratio for nonclinical shelter workers is one shelter worker per 33 shelter residents during the day. At night the ratio is slightly less, one shelter worker per 50 shelter residents.
- Shelter managers are not included as part of the non-medical shelter workers ratio to shelter residents.
- Shelter managers should have no more than seven shelter workers under their supervision.

Clinical Staff Ratios

- The minimum staffing ratio for total clinical support is one Licensed Clinical Staff per 100 shelter residents for the first 24 hours a shelter is opened to screen shelter residents. At night, the ratio is slightly less, with one clinician per 150 shelter residents.
- The ideal staffing ratio for total clinical support is one Licensed Clinical Staff per 50 shelter residents. At night, the ratio is slightly less, with one clinician per 75 shelter residents.
- Once shelter residents are screened, the Licensed Clinical Staffing ratios will be increased or decreased based on the acuity level of the shelter population.
- Health Services Managers are included as part of the clinical staffing ratio.
 - For example, for a 100-person shelter, the clinical staffing ratio would require one clinician who could be considered the Health Services manager.
- Shelters with populations under 100 are not required to have a clinician on site. However, it is highly recommended that one be provided if possible.

Security Ratios

- The minimum staffing ratio for security officers is one per 250 shelter residents. At night it is slightly less and is one per 300 shelter residents.

- The ideal staffing ratio for security officers is one per 150 shelter residents. At night, it is slightly less, at one per 200 shelter residents.
- Shelter security is based on the security needs of residents and staff, security ratios will reflect the security needs of each individual shelter.
- All shelters with over 150 residents must have at least one security officer during the day and night shifts.
- Shelters under 150 residents are not required to have a security officer onsite. However, it is highly recommended to have one if possible. Shelter partners are not required to send staff to shelters that do not have security if their staff does not feel safe without security.

Staffing Matrix Charts

Approximately 50 Shelter Residents

		Shelter Manager	Shelter Worker	Total Nonclinical workers	RNs	Additional Clinical Support	Total Clinical Workers	Shelter Security	Total Workers
Minimum Staff	Day	1	1	2	1	0	1	1	4
	Night	1	1	2	1	0	1	1	4
Ideal Staff	Day	1	2	3	1	1	2	1	6
	Night	1	1	2	0	1	1	1	4

Approximately 100 Shelter Residents

		Shelter Manager	Shelter Worker	Total Nonclinical workers	RNs	Additional Clinical Support	Total Clinical Workers	Shelter Security	Total Workers
Minimum Staff	Day	1	2	3	1	0	1	1	5
	Night	1	1	2	1	1	2	1	5
Ideal Staff	Day	1	3	4	2	2	4	1	9
	Night	1	2	3	2	1	3	1	7

Approximately 200 Shelter Residents

		Shelter Manager	Shelter Worker	Total Nonclinical workers	RNs	Additional Clinical Support	Total Clinical Workers	Shelter Security	Total Workers
Minimum Staff	Day	1	4	5	1	1	2	1	8
	Night	1	2	3	1	1	2	1	6
Ideal Staff	Day	1	6	7	2	2	4	2	13
	Night	1	3	4	1	3	4	2	10

Approximately 300 Shelter Residents

		Shelter Manager	Shelter Worker	Total Nonclinical workers	RNs	Additional Clinical Support	Total Clinical Workers	Shelter Security	Total Workers
Minimum Staff	Day	1	6	7	1	2	3	2	12
	Night	1	4	5	1	1	2	1	8
Ideal Staff	Day	2	9	11	2	4	6	2	19
	Night	1	6	7	1	3	4	1	12

Approximately 400 Shelter Residents

		Shelter Manager	Shelter Worker	Total Nonclinical workers	RNs	Additional Clinical Support	Total Clinical Workers	Shelter Security	Total Workers
Minimum Staff	Day	2	8	10	1	3	4	2	16
	Night	1	5	6	1	2	3	1	10
Ideal Staff	Day	3	12	15	2	6	8	3	26
	Night	2	8	10	1	5	6	2	18

Approximately 500 Shelter Residents

		Shelter Manager	Shelter Worker	Total Nonclinical workers	RNs	Additional Clinical Support	Total Clinical Workers	Shelter Security	Total Workers
Minimum Staff	Day	2	10	12	1	4	5	2	19
	Night	1	6	7	1	3	4	2	13
Ideal Staff	Day	3	15	18	2	8	10	4	32
	Night	2	10	12	2	6	8	2	22

Approximately 1000 Shelter Residents

		Shelter Manager	Shelter Worker	Total Nonclinical workers	RNs	Additional Clinical Support	Total Clinical Workers	Shelter Security	Total Workers
Minimum Staff	Day	4	20	24	3	7	10	4	38
	Night	2	12	14	3	5	8	3	25
Ideal Staff	Day	6	30	36	4	16	20	6	62
	Night	4	20	24	4	14	18	4	46

3.4.2 Congregate Shelter Facility Standards

The shelter facility standards outlined below are the minimum standards for all ARC Shelters supported by local or State government or County Operated Shelters. The standards ensure each government supported emergency shelter will provide safe, sanitary, and functional conditions for shelter residents. These standards were adopted from the ARC guidance in coordination with Georgia's Environmental Health Office and the Georgia State Shelter Taskforce.

- Potable water is supplied in a sufficient amount to meet the needs of the shelter operations.
- Water from a private well should be sampled and tested (W-35) for coliform bacteria within the last 12 months prior to planned occupation. It is recommended to perform W-33 water sample testing every 3 years.
- Toilets are provided at a number that prevents excessive wait times. Supplement existing facilities with portable units as necessary.
- Adequate hand washing stations with supplies must be available to meet the health and sanitation needs of the shelter population. Hand washing stations should be located near toilet areas and food preparation areas.
- Showers are provided at a number that prevents excessive wait times. Supplement existing facilities with portable units as necessary.
- Shelter facilities should have adequate sewage or other disposal systems and storage and removal of solid waste.
- An approved vendor should be in place to service non-sewered portable toilets daily or as needed. Shelters with on-site septic systems should be evaluated by the county environmental health office to ensure the system can meet the potential shelter client needs.
- Shelter facilities that follow Americans with Disabilities Act Accessibility Guidelines should be identified and used whenever feasible.
- Accommodation for people with disabilities, with health or mental health conditions, or who are elderly, is provided whenever possible.
- Additional considerations of structural integrity, location, parking and back up energy supply should always be made when selecting a facility to be used as disaster shelter.
- Shelters are opened either pre-disaster or within two to four hours of notification or occurrence of a disaster event or as conditions/resources allow.
- Signage is posted clearly throughout the facility indicating the rules of the shelter and assistance information such as essential phone numbers, location of exits, etc. Information should be posted in appropriate languages and accessible formats to ensure effective communication.
- Registered service animals are permitted in shelters. It is the responsibility of the service animal owner to care for the needs of the animal while they are sheltered.
- Designated pet shelters may be available and will be coordinated through ESF-11; ideally co-located in a nearby facility where their owners are.

- If children are present, a safe space for them to play and interact should be provided if possible. This area should be staffed with trained, vetted personnel or children should be supervised directly by their parents or guardian.
- A contingency plan should be established in the event of a loss of electrical power, loss of potable water or loss of plumbing.
- Shelter kitchens should follow local sanitation codes and personnel should follow safe food handling procedures.
- A designated dining area should be established. It is recommended food will not be permitted outside of the designated dining area.
- It is recommended shelters have pre-established evacuation plans, and shelter management are prepared to execute them if the need arises.

Shelter Type	Intent/Purpose of the Shelter	Space Consideration	Sanitation Conditions (Per Day)	Feeding and Logistic Support Considerations
Emergency Evacuation Shelter	<p>A safe congregate care, environmentally protected facility utilized for durations typically not to exceed 72 hours by populations displaced by an incident or event.</p> <p>County-to-County CTN Shelters will open as Emergency Evacuation Shelters.</p>	20 square feet per person (dormitory area)	<p>1 toilet per 40 persons.</p> <p>1 shower per 72 persons.</p> <p>1 hand wash sink per 20 persons.</p> <p>5 lbs. of dry waste disposal capability per person.</p> <p>Laundry capabilities meet the demands of 33% of the population.</p> <p>Adequate wastewater disposal system to handle client needs.</p>	<p>Sufficient food supply from an approved source and area to feed the population per meal.</p> <p>Serving two meals plus snacks / hydration to each person per day.</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">General Population Short Term Shelter</p>	<p>A safe congregate care, environmentally protected facility utilized for durations typically not to exceed 2 weeks by populations displaced by an incident or event.</p> <p>County-to-County CTN shelters will be transitioned to short term shelters if opened for longer than 72 hours.</p>	<p>30 to 40 square feet per person (dormitory area)</p> <p>Additional space will be required for individuals requiring Functional Needs Support Services</p>	<p>1 toilet per 20 persons.</p> <p>1 shower per 48 persons.</p> <p>1 hand wash sink per 20 persons.</p> <p>5 lbs. of dry waste disposal capability per person.</p> <p>Laundry capabilities meet the demands of 33% of the population.</p> <p>Adequate wastewater disposal system to handle client needs.</p>	<p>Sufficient food supply from an approved source and area to feed the population per meal.</p> <p>Serving two meals plus snacks / hydration to each person per day.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">General Population Long Term Shelter</p>	<p>A safe congregate care, environmentally protected facility utilized for durations typically longer than 2 weeks for populations displaced by an incident or an event.</p> <p>The focus of this kind of shelter is not on the number of people sheltered but on the need for additional or supplemental services due to the extended period individuals will be sheltered.</p>	<p>60 to 80 square feet per person as needed (dormitory area)</p>	<p>1 toilet per 20 persons.</p> <p>1 shower per 25 persons.</p> <p>1 hand wash sink per 20 persons.</p> <p>5 lbs. of dry waste disposal capability per person.</p> <p>Laundry capabilities meet the demands of 33% of the population.</p> <p>Adequate wastewater disposal system to handle client needs.</p>	<p>Sufficient food supply from an approved source and area to feed the population each meal.</p> <p>Serving two meals plus snacks / hydration to each person per day.</p>

3.4.3 No Notice Event Congregate Shelters Planning Considerations

Most emergencies or disasters in the State of Georgia that require sheltering are no notice events. No notice events refer to an emergency or disaster that occurs with little or no warning. Examples of no notice events include but are not limited to tornadoes, flash floods, multi-unit apartment fires etc. All counties in Georgia should be prepared for no notice emergencies or disasters that cause sheltering. Below are planning and response considerations and readiness standards that will help local emergency managers prepare for no notice events.

No Notice Congregate Shelter Planning and Response Scale Considerations:

- Safety of Volunteers deploying during hazardous conditions.
- Costs/Liability.
- Access to area (type of incident, road clearance, any access boundaries).
- Facility ongoing usability (safety, comfort, and availability).
- Breadth of impact.
- Location of resources in relation to place of need (transportation).
- Number of initial resources (cost, people and etc.).

The standards below are readiness for both a no-notice and notice event. For notice events, the standards will begin at E +24.

	Within Four hours of Emergency Disaster	Event + 1 Day	Event + 2 Days	Event + 3 Days	Event + 4 Days	Event + 5 Days
Shelter	Shelters selected based on need, ADA Accessibility, and safety from hazard(s)	Get people out of harm's way – provide initial roof over their head.	Confirm Structural / Habitability of the shelter Basic Services at shelter begin to expand. Facility meets GA Public Health Department Rules (Vector Control, Food, and Sanitation).	If necessary, showers units and portable bathrooms are setup.	Other State assets potentially available if necessary.	Potential Federal resources available if necessary.

Food	Water and Shelf Stable Food Items – Perhaps Fast Food if available	Shelf stable meals, or restaurant food served. Baby Formula is secured.	Special Dietary Items to accommodate health and diet needs. One hot meal plus shelf stable food.	Two hot meals plus shelf stable food items	Two hot meals, self-stable food for breakfast plus snack items	Feeding continues with hot meals for lunch and dinner and self-stable for breakfast as necessary.
Material Resources	Materials on hand or pre-staged at shelter locations.	10 % Cots 10% Blankets Hygiene Supplies	50% Cots and Blankets for shelters to be opened longer than 72 hours. Full Hygiene Supplies Larger and Medical Cots available.	75% Cots and Blankets. Critical needs for durable medical equipment and consumables.	100% cots and blankets. Televisions, and other information tools are provided.	Shelter materials continue to be provided as needed.
Information and Communication	Basic Safety Messaging to include Hazards, Roadways and Health Alerts Safe and Well Maintain Active Monitoring of shelter location for safety	Accessibility tools – visual aids, deaf link, and other tools available. Full Communication established with ARC and County sponsored shelters	Communication established with all pop up and unplanned shelters.	Full reporting cycle for all shelters.	Critical disaster related information is disseminated to shelter residents at all shelters.	Continued communication with all shelters.

Shelter Workforce	Initial Response, local volunteers and other community-based Resources	75% County/State 25% ARC	75% County/State 25% ARC	50% State/County 50% Red Cross	75% ARC 25% County/State	100% ARC with Government and Community Based Agencies available to support.
Security	County Security resources support shelter locations.	State resources and county resources support shelter locations	State security resources continue to be available as needed.			

3.5 Mass Care Matrix

The purpose of the Mass Care Matrix is to provide guidance to County Emergency Managers and partner agencies on shelter resources available for different types of emergencies. County Emergency Managers can use this matrix to assess local shelter resources and assist with creating a county shelter plan.

Mass Care Matrix			
Level 1	Local	State	ARC
County Emergency with no sheltering	Possible EOC activated small scale isolated to community response.	SOC not activated. State resource support is not anticipated.	Supporting county response through assistance to meet client needs with training and

	Possible county declaration. Identify potential shelter locations.	Monitoring for situational awareness.	life sustaining supplies; as appropriate.
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Examples:

- **Multi Family Complex Fire / Small Apartments Severe Weather / Tornado damage to a few homes.**
- **Low to moderate impact Hazardous Material Event.**
- **Civil Disturbance.**

Mass Care Matrix

Level 2	Local	State	ARC
<p>Moderate disaster that causes a county sheltering event with no State assistance.</p> <p>If more than 2 Counties with multiple shelters State increases level 3</p>	<p>EOC is partially or fully activated.</p> <p>One small shelter opened.</p> <p>Local government manages the emergency with their own resources.</p> <p>Possible County Declaration</p>	<p>SOC can be Partially Activated.</p> <p>Notification sent to Mass Care stakeholders for Situational Awareness.</p> <p>Possible State of Emergency.</p> <p>State ESF-6 keep open line of communication with affected county(s).</p>	<p>May be supporting County response with shelters.</p> <p>Communicating with State Shelter agencies (DHS, GDPH, GEMA/HS).</p> <p>Shelter information tracked in ARC WebEOC.</p>

Examples:

- Severe Weather / Tornado damage to multiple homes/subdivisions
- Hazardous Material requiring prolonged evacuation.
- Multi-Unit Apartment fire requiring shelter.
- Train Derailment

Mass Care Matrix

Level 3	Local	State	ARC
<p>Significant disaster that causes a sheltering mission with some State support.</p> <p>County must declare an Emergency if resources are needed from the State.</p>	<p>EOC fully activated.</p> <p>County declares Emergency Declaration.</p> <p>Engage in clear and consistent communication with State ESF-6.</p> <p>One large shelter (over 50 overnight residents) or multiple shelters are opened in county.</p> <p>Local resources cannot fully support shelter mission.</p>	<p>SOC partially or Fully Activated.</p> <p>Possible State of Emergency.</p> <p>Possible Federal Declaration.</p> <p>ESF-6 tracks all sheltering activity and keeps WebEOC shelter board up to date.</p> <p>State Shelter Taskforce conference calls initiated.</p> <p>State Resources are available upon county request.</p>	<p>Supporting County response with shelters.</p> <p>Reporting activity to State Shelter Taskforce.</p> <p>Shelter will be tracked in WebEOC.</p> <p>May have representation in county EOC depending on level of activation</p>

Examples:

- A minor impact Atlantic tropical cyclone that causes voluntary evacuation of coastal areas.
- Moderate impact Gulf tropical cyclone that causes wind damage and/or flooding.
- One significant tornado or multi county tornado outbreak.
- Localized flash flooding causes evacuation/displacement residents.
- A major chemical spill or rail derailment caused evacuation of a significant number of households (low to moderately populated area).
- Radiological evacuation/ Radiological Reception Center (moderate impact event).

Mass Care Matrix

Level 4	Local	State	ARC
<p>High impacted disaster causing significant sheltering mission with State support.</p>	<p>EOC fully activated.</p> <p>Significant displacement or evacuation of individuals.</p> <p>State Support is requested via WebEOC.</p> <p>County resources are fully exhausted.</p> <p>County will report activation of County-to-County sheltering Agreements.</p> <p>Engage in clear and consistent communication with State ESF-6.</p>	<p>SOC fully activated.</p> <p>State of Emergency Declared by Governor.</p> <p>Possible pre-landfall Federal Declaration.</p> <p>State Shelter Taskforce conference calls initiated.</p> <p>ESF-6 tracks all sheltering activity and keeps WebEOC shelter board up to date.</p> <p>County-to-County sheltering agreements activated.</p> <p>A medical registry shelter opened.</p> <p>Significant mobilization of State resources.</p> <p>Support State designated information points.</p> <p>Shelters opened and operational.</p>	<p>Supporting county with general population shelters with appropriate lead time.</p> <p>Will provide coverage at all EOCs and SOC.</p> <p>Shelter information as tracked in WebEOC.</p> <p>EOC coverage, shelters, and information point staffing</p> <p>Supports shelter sites with food and water items.</p> <p>Coordinates with the State or other NGOs.</p> <p>Supporting County-to-County CTN shelters as agreed upon.</p>

Examples:

- A moderate to high impact Atlantic tropical cyclone that causes mandatory evacuation of coastal areas.
- High impact Gulf tropical cyclone that causes wind damage and/or flooding.
- High impact tornado(s) in densely populated area(s).
- High impacted flash flooding causes evacuation/displacement of residents.
- Major chemical spill or rail derailment in a densely populated area
- Radiological evacuation/ Radiological Reception Center (high impact event).

Mass Care Matrix

Level 5	Local	State	ARC
<p>Catastrophic disaster causing major sheltering mission with State and Federal support.</p>	<p>EOC fully activated.</p> <p>High numbers of displaced or evacuated individuals from several counties.</p> <p>Local Emergency Declared.</p> <p>State Support is requested via WebEOC.</p> <p>County resources are fully exhausted.</p> <p>If County-to-County evacuation shelter agreements is activated for CTN registries, report to ESF-6.</p> <p>Engage in clear and consistent communication with State ESF-6.</p>	<p>SOC Fully activated.</p> <p>Sheltering needs exceed the capability of the State.</p> <p>State of Emergency Declared.</p> <p>Federal State of Emergency or Federal Disaster Declaration obtained.</p> <p>Support State designated information points opened and operational.</p> <p>State Shelter Taskforce conference calls initiated.</p> <p>ESF-6 tracks all sheltering activity and keeps WebEOC shelter board up to date.</p> <p>Dozens of large shelters open County-to-County sheltering agreements activated.</p> <p>Medical Support Shelter opened.</p> <p>Major mobilization of State resources.</p> <p>State requests Federal resources to assist with mass care operations.</p>	<p>Supporting county with general population shelters with appropriate lead time.</p> <p>Will provide coverage at all EOCs and SOC.</p> <p>Work with State to support CTN County-to-County sheltering agreements or other opened shelters.</p> <p>Works with other NGOs to support shelter and feeding mission.</p> <p>Shelters will be tracked in WebEOC</p>

Examples:

- Catastrophic Atlantic Hurricane.
- Catastrophic flood or tornado in densely populated area.
- Catastrophic radiological or chemical disaster in densely populated area.
- Activation of UASI evacuation plan.

3.6 Shelter Support Services

Emergency Sheltering requires a significant number of resources to ensure safe, sanitary, and secure conditions for individuals in shelters. Transportation, food service, medical support, donations management and other wrap around services are critical components of emergency sheltering. Below are considerations for shelter support services.

3.6.1 Transportation

As part of each county shelter plan, there will be a transportation plan/strategy for individuals in General Population shelters. Transportation plans will have considerations for transportation options to essential services for shelter residents. Additionally, transportation plans may include transportation options to offsite entertainment options.

3.6.2 Food Service

Shelter feeding is a critical component of congregate shelter operations. County Operated or ARC shelters will leverage local feeding resources or Georgia VOAD feeding partners to provide meals.

Below are planning considerations for shelter feeding:

- All people in want of food provisions are served without distinction of any kind.
- Forecast the projected demand following the initial 24-48 hours.
- Food distribution is responsive, transparent, and equitable.
- All kitchen units abide by county, State, and Federal sanitation codes.
- All food preparation and service meet the guidelines of the health department on safe food handling. All kitchens must have a current State public health certificate.
- Food temperatures are kept within the appropriate range to preserve food quality.
- Consistent with individual needs and dietary recommendations, provide a daily diet of at least 1,500 to 2,000 calories with enough vitamins and nutrients (based on Federal nutrition guidelines).

3.6.3 Health and Medical Support

Public Health involvement in mass care and sheltering is necessary to ensure that health and environmental assessments are conducted; needed public health, medical, and mental/behavioral health services are provided or referred out; and appropriate surveillance is conducted. ESF-8 provides supplemental assistance to State, tribal, and local governments in the following core functional areas:

- Agriculture safety and security
- All-hazard public health and medical consultation, technical assistance, and support Health surveillance
- Assessment of public health/medical needs
- Behavioral health care
- Blood and blood products
- Environmental Health
- Food safety and security

- Health/medical/veterinary equipment and supplies
- Mass fatality management, victim identification, and decontamination of remains.
- Medical care personnel
- Patient care
- Patient evacuation
- Public health and medical information
- Potable water/wastewater and solid waste disposal
- Safety and security of drugs, biologics, and medical devices
- Vector surveillance and control.
- Veterinary medical support

More information on Public Health’s role in mass care can be found in the Public Health Mass Care Manual.

3.6.4 Shelter Resources Request

In conjunction with ESF-7 (Logistics), ESF-6 will develop, review, refine, and maintain lists of resources currently available and under the control of the primary or support agencies listed in this plan. The development of these lists may be completed by several organizations and professional groups, which currently operate within this ESF. Existing State resources, State to State mutual aid, donations management, Georgia Voluntary Organizations Active in Disasters (VOAD), and NGOs, will assist in the fulfillment of personnel, vehicles, equipment, supplies, and services to fulfill Resource Requests. Resource Requests will be entered into and managed through WebEOC. Resource Requests that exceed the capability of the counties may be fulfilled through State purchasing and contracting, State to State mutual aid, or Federal government assistance.

The GEOP ESF-7 Logistics Annex contains information on the provision of assets and resources through the Emergency Management Assistance Compact (EMAC), private-sector, or NGO procurement procedures, and requests for assistance to FEMA.

3.6.5 Unsolicited Donations Management

Unsolicited donations are often a challenge during the response and early recovery phase of a disaster. It is likely individuals will donate in-kind goods during disasters, sometimes these donations are made at shelters. As part of emergency shelter planning, local emergency managers should have an updated unsolicited donations management plan. Local emergency managers should identify resources such as warehouses to store and organize unsolicited donations during a disaster. Additionally, local emergency managers should identify nongovernmental organizations or faith-based organizations that can assist with donations management. Examples include but are not limited to the Adventist Disaster Response, local faith-based organizations, local United Way etc. For large disasters, GEMA/HS will activate the State Volunteer and Donations Management Plan to assist local counties in donations management.

3.7 Considerations for Those with Disabilities, Functional and Access Needs

Functional and Access Needs are further addressed the Public Health Mass Care Manual, and in a separate guide called the State of Georgia Functional and Access Needs Support Services Toolkit. Reasonable accommodations should be made, inside a general shelter, for individuals who have certain disabilities. A term used to describe “at-risk” and “vulnerable populations” is “functional and access needs”. Functional and access needs refer to individuals with and without disabilities who may need additional assistance because of any temporary or permanent condition during a disaster. These individuals could include, but are not limited to, the following:

- A person requiring medication, Consumable Medical Supplies ([CMS], such as hearing aid batteries, incontinence supplies), or Durable Medical Equipment ([DME], such as wheelchairs, walkers, canes, etc.).
- A person requiring Dialysis Services.
- A person with a stable medical or psychiatric condition.
- A person who requires a caregiver where the regular caregiver can stay with the person.
- A person requiring assistance with transferring from a wheelchair to a cot where the assistance does not require specialized training or lifting equipment.
- A person requiring oxygen who is mobile and does not require medical attention; or
- A person needing assistance with some activities of daily living such as cutting food.
- This list does not include all accommodations that can be made in a general population shelter, but each shelter will have different capabilities based on location and available facilities at the time of the disaster.

Georgia has for some time utilized an acronym that included thinking of those considered “at risk” or “vulnerable populations” as having concerns with Communication, Medical, Independence, Supervision, and Transportation services, otherwise known as CMIST. Over time this approach has been adopted by most Federal agencies and others. A CMIST worksheet is included in Appendix D of the Public Health Mass Care Manual.

Medical Needs Populations include individuals who are not self-sufficient or who do not have adequate support from caregivers, family, or friends may need assistance with managing unstable, terminal, or contagious conditions that require observation and ongoing treatment; managing intravenous therapy, tube feeding, and vital signs; receiving dialysis, oxygen, and suction administration; managing wounds; and operating power dependent equipment to sustain life. These individuals require the support of trained medical professionals. A Medical Support Shelter will be opened and managed by GDPH during a large-scale coastal evacuation. Individuals who are identified as having medical needs will not be in general population shelters during large scale coastal evacuations.

3.8 Reunification and Unaccompanied Minors

Agencies and organizations responsible for the temporary care of unaccompanied minors and overseeing reunification efforts should have clearly identified roles and responsibilities, and may consider outlining processes and procedures addressing the

safety of children, length of stay in shelters, transition to social services system, child custody requirements, medical consent requirements, and any other sheltering issues specific to this population identified in their emergency preparedness plans.

Children with disabilities and other functional and access needs may require additional support services. It is recommended that consideration be given to determining ways in which members of the whole community (e.g., governmental, nongovernmental, private, and nonprofit) can support overall reunification efforts.

Local Government Resources

Some of the local agencies that could be involved in the reunification of unaccompanied minors include but are not limited to; local law enforcement agencies, local emergency management agencies, local department of children and family services (DFCS), local health districts, local school districts and local coroners/medical examiners.

State Government Resources

If needed, State agencies like GEMA/HS, DHS, Georgia Department of Public Safety, and the Georgia Court System could be utilized to assist with the reunification of unaccompanied minors.

Federal Government Resources

When requested, the Federal Government can provide resources to assist local and State governments in accomplishing this mission. This assistance can be coordinated in part through the emerging concept of Reunification Strike Teams. These teams aim to ensure that all the involved agencies work together, rather than having a series of parallel and uncoordinated efforts. Additionally, Federal agencies that may be able to provide resources include but are not limited to, U.S. Department of State, U.S. Department of Justice, U.S. Department of Health and Human Services, U.S. Department of Education, and the U.S. Department of Homeland Security.

Non-Governmental Organization Resources

Within the nonprofit sector, voluntary agencies are the cornerstone for the delivery of mass care services following disasters. When incidents displace or otherwise disrupt survivors' access to life-sustaining goods and services, government agencies and stakeholders from the nonprofit and private sector involved in the provision of human services activate to minimize pain and suffering caused by disasters. In addition to the provision of shelter (including for household pets and service animals), food, water, clothing, temporary respite care, and basic health, mental, and behavioral health support, NGOs and private sector organizations also assist with family reunification. NGO organizations and resources could include but are not limited to; National Center for Missing and Exploited Children, The ARC, Save the Children, Southern Baptists Disaster Relief, Georgia Voluntary Organizations Active in Disaster (GAVOAD), National Voluntary Organizations Active in Disaster (NVOAD).

3.9 Animal Shelter Considerations

According to the PETS ACT, a Household Pet refers to a domesticated animal, such as a dog, cat, bird, rodent (including a rabbit), fish, or turtle, that is traditionally kept in the

home for pleasure rather than for commercial purposes. Common household pet does not include reptiles (except turtles).

Nearly half of American household have pets, and based on public polling many will not evacuate without their pets. Therefore, a critical component of any evacuation and sheltering mission is to have a plan for pet sheltering. Each county should work with the Georgia Department of Agriculture and ESF-11 to develop plans and strategies for pet sheltering.

Emergencies and disasters that cause evacuations of individuals outside of a county's jurisdiction, should have preplanned county Pick Up Points to help organize pet sheltering efforts. Evacuees and their pets arriving at the County Pick Up Point will be separated from individuals without pets. The intent is to keep the flow of pet owners separate from the flow of the general population. This will allow the evacuating county to provide better support and care to the needs of each evacuee without slowing down the evacuation process.

All animals will be required to be placed in travel kennels before being allowed to load onto any bus. Although pet owners are encouraged to bring their own travel kennels/crates, it is expected that some pet owners either do not own or are unable to bring their own. Evacuating counties should be prepared with extra kennels to provide for individuals who may need them. If the evacuating county runs out of kennels, they may put in a WebEOC request to acquire kennels through the Department of Agriculture.

3.10 Shelter Reimbursement

Should a Presidential Disaster Declaration be declared, State, Local, Tribal & Territorial Government and certain private nonprofits in the designated impacted area(s) can apply to FEMA for eligible expenses under the Public Assistance (PA) program for costs related to emergency sheltering for survivors. Host counties in county-to-county sheltering agreements are eligible for PA reimbursement for expenses related to sheltering risk county residents. Typically, such sheltering occurs in facilities with large open spaces, such as schools, churches, community centers, armories, or other similar facilities. FEMA refers to these shelters as congregate shelters.

The GEMA/HS Public Assistance Section will provide guidance to State and local government departments and agencies, VOADs, and other NGOs involved with the sheltering operations, on the process for seeking reimbursement.

3.11 Demobilization of Congregate Shelter Operations

As residents can move back into homes, the shelter population will begin to decrease. It is the responsibility of the agency operating the shelter to prepare and plan for the closure of the shelter. Some residents may not be able to move back into their homes and may need assistance to find alternative housing. Therefore, it is incumbent that the shelter operating agency works with shelter partners (Government and NGO partners) and housing partners (Department of Community Affairs, Georgia Voluntary Agencies Active in Disasters etc.) to transition shelter residents out of the shelter.

Shelter Closing Considerations

Before closing a shelter, several important items should be considered by the local emergency manager, State ESF-6 and ARC. Below are some considerations prior to closing the shelter:

- Work with local EMA and State ESF-6 to determine if there is a need to combine multiple shelters to minimize the number of open shelters.
- Work with Georgia Department of Community Affairs (DCA), FEMA, DHS and other NGO partners to determine availability of transitional short term and long-term housing resources.

CLOSING A SHELTER

- Ensure all requirements under the facility shelter agreement or lease for returning the facility to normal use have been executed.
- Local EMA will coordinate closing of shelter with support agencies.
- Inform shelter partners of any shelter residents who do not have a place to go.
- Identify caseworkers who will visit with residents and help them transition out of the shelter.
- Share clear, concise, and timely notice of a confirmed shelter closing date with residents, staff and the community to help mitigate any negative reaction from the residents.
- Determine when the last meal will be served and notify residents and staff.
- Inform residents of pre-arranged services, such as transportation, household pet reunification and other available resources and referrals.
- Make accommodations for any pre-disaster unhoused individuals.

Develop and implement a closing schedule to include the following:

- Staff schedule for closing, which may include debriefing and acknowledgement.
- Cleaning and return of loaned or rented equipment.
- Removal of internal and external signage.
- Cleaning and repair of site to pre shelter conditions including inspection and completion of site release documentation.
- Processing of invoices and other reimbursement documentation.
- Document and notify the date/time when facility will be transitioned back to owner.
- Retain documents in a safe and secure environment. Documentation may include but not limited to the following:
 - Incident and other reports.
 - Agreements and/or contracts.
 - Invoices.
 - Shelter registration forms.
 - Volunteer and staff records and staff time sheets.

4.0 Roles and Responsibilities

The roles and responsibilities outlined in this section were written and approved by each agency listed. The roles and responsibilities are intended to be for all hazards that require emergency sheltering.

4.1 Georgia Department of Human Services (DHS)

Preparedness:

- DHS, in conjunction with local governments, the ARC and other entities as necessary, will ensure the provision of shelters prior to and immediately following an emergency or disaster, in which individuals and families are housed because of evacuation and/or pending repair of dwellings or movement into temporary housing.
- DHS will collect information from Counties about transported and sheltered individuals affected by emergencies and disasters via an evacuee tracking system. Such information will be used to aid in the reunification of families and individuals separated by emergencies and disasters.
- DHS will work with GEMA/HS to develop plans, procedures, and agreements to identify, acquire and mobilize the organizations, individuals and resources that will be needed to carry out mass care, emergency assistance, housing and human services in emergencies and disasters.
- DHS will cooperate with organizations and individuals, including local, county State and Federal government, private industry, and Non-governmental Organizations (NGO) that have significant roles in emergencies and disasters.
- DHS will work with ARC and county EMA to update and maintain the statewide shelter inventory to provide accurate information on in-state sheltering capacity during the necessary phases of disasters.
- DHS will coordinate the delivery of services to individuals that require the assistance of family members, personal assistants and/or service animals, and is committed to ensuring that the physical and mental health needs of these individuals are appropriately addressed. The individuals and assistance providers will remain together to the extent possible during evacuation, transport, sheltering and the delivery of other services. Service animals will be allowed in shelters with their owners and shall be treated as required by law (e.g., the Americans with Disabilities Act (ADA) of 1990).

Response:

- DHS serves as the primary coordinating agency for ESF-6, and staff county EOCs and the State Operations Center (SOC).
- For level three and higher events, DHS will provide staffing support to ARC and/or County operated shelters in cooperation with local, county and State government agencies, private industry, and Non-governmental Organizations (NGO).
- DHS staff can be utilized in a variety of roles including shelter managers.
- DHS will coordinate with ESF-8 and ESF-11 for sheltering needs at Medical Support Shelters and Pet Shelters.

- DHS will initiate contact and enter into close cooperation with local and county shelter authorities and Non-Governmental Organizations (NGO) to ensure the prompt and effective relief of immediate human needs.
- DHS provides guidance during Level 1 & Level 2 mass care activations.

Recovery:

- DHS will continue to coordinate the operation of shelters and assist Federal and other authorities in moving people into temporary, transitional, or long-term housing as needed.
- DHS will assist the Federal government as requested in the provision of case management and information distribution at Disaster Recovery Centers.
- DHS is a support agency RSF 4 (Housing) and will assist in the recovery phase as needed.
- DHS will support RSF 3 (Health and Social Services).

4.2 Georgia Emergency Management and Homeland Security Agency (GEMA/HS)

Preparedness:

- GEMA/HS works with State Shelter Taskforce and ESF-6 partners to develop mass care plans, procedures, and agreements.
- GEMA/HS develops and maintains information and liaison with agencies and organizations in county, State and Federal government, private industry, and Non-governmental Organizations (NGO) that could provide mass care assistance in an emergency or disaster.
- GEMA/HS builds, equips, organizes, and maintains the State Operations Center (SOC) as a control and coordination facility for State departments and agencies, private industry and volunteer groups to come to work together to deal with emergencies and disasters.

Response:

- Staff ESF-6 in SOC with DHS and NGO partners.
- GEMA/HS will directly communicate with TCSG Emergency Manager when considering the opening of Technical College System of Georgia (TCSG) facilities. If it is determined a TCSG facility is to be opened for an emergency shelter, ESF-6 will submit a WebEOC resource request.
- In conjunction with county EMA, GEMA/HS will assess the threat, anticipate potential needs then alert and mobilize appropriate State agencies, private industry, and Nongovernmental Organizations (NGO) whose capabilities would best be suited to responding to the emergency.
- During an event, ESF-5 will establish and monitor information gathering and reporting activities to get the best possible information on the situation.
- If an emergency generates needs that grow beyond county and State government, ESF-7 will procure needed resources via the Federal Emergency Management Agency (FEMA) or from other states through the Emergency Management Assistance Compact.
- In conjunction with county EMA, GEMA/HS External Affairs will communicate shelter locations, opening, closing, and other important shelter information to the

public.

Recovery:

- GEMA/HS will work with County, State, and Federal government agencies, private industry, and Non-governmental Organizations (NGO) to ensure that relief and restoration efforts are channeled through proper Recovery Support Functions (RSFs) to the areas in the greatest need.
- In conjunction with County government, GEMA/HS will assist and/or verify preliminary damage assessments. Preliminary Damage assessments are used to define the need for resources and strategies needed for recovery. If needed, GEMA/HS will coordinate with FEMA and County governments to conduct Joint Preliminary Damage Assessments.
- GEMA/HS gathers, collates, and analyzes information about the emergency or disaster and uses that information to create plans and initiatives to mitigate and prevent future disasters.
- ESF-6 will work with NGOs and local governments to assist with the management of unsolicited donations.
- At the conclusion of the event, conduct After Action Report.

4.3 County Emergency Management Agencies

Preparedness:

- Each County in the State of Georgia will maintain its own comprehensive shelter strategy within their local Emergency Operations Plan.
- County Emergency Managers will conduct an assessment of their jurisdictions to include:
 - A Hazard analysis and risk assessment of the populations that may be vulnerable and need governmental assistance during an emergency that requires shelter.
 - Working with ARC identify shelter locations within jurisdiction.
 - Work with local shelter partners to identify wrap around services.
 - Identify potential resource needs from the State or Federal government using the Mass Care Level Matrix as a guide.
 - In conjunction with the Georgia Department of Agriculture (ESF-11) identify potential Pet Shelters.
- County Emergency Managers will promptly notify GEMA/HS if large numbers of self-evacuees amass in their jurisdiction that overwhelm local resources (i.e. coastal hurricane evacuation).
- County Emergency Managers will work with State ESF-6, if identified as a risk or host county for County-to-County sheltering agreements.
- County Emergency Managers will work with State ESF-6, if identified as a potential host county for self-evacuees.
- Counties that have a high probability of evacuating will work with GDPH to maintain a shelter registry for CTN residents. Other considerations include:
 - Coastal Risk counties identify, and plan a county pick up point.
 - Develop an evacuees processing and registration system.
 - Transportation of CTN residents to and from the shelters.

Response:

- Counties will go to a full activation status and declare a county state-of-emergency if requiring any support from the State.
- County Emergency Managers will work with local law enforcement to implement emergency traffic control measures as needed.
- Counties will work with ARC to report the number of shelters, population of each shelter, and shelter capacities by 9 AM each day shelters are open until shelters are closed to GEMA/HS through WebEOC.
- If non-ARC resources are needed to support the mission – requests must be made to GEMA/HS through WebEOC.
- Counties must send a request through WebEOC to ESF-6 to open a TCSG facility as an emergency shelter. ESF-6/GEMA/HS will communicate with TCSG Emergency Manager to determine viability of request.
- In conjunction with GEMA/HS External Affairs, county emergency management agencies will communicate shelter locations, opening, closing, and other important shelter information to the public.
- Counties will activate County-to-County sheltering agreements when mandatory evacuations are issued.
- Counties provide staffing in accordance with County-to-County sheltering agreements.
- County Emergency Managers make recommendations to their leadership on the issuance of mandatory evacuations.
- Counties will manage County Pick Up Points if evacuation is declared.
- Counties will provide CTN rosters to bus drivers, host county EMA and to GEMA/HS electronically through WebEOC. The information on the rosters will include:
 - At a minimum, County EMAs will provide the following information on their bus transportees:
 - First and Last Name
 - City of Residence
 - Age
 - Phone Number (if available)
 - Emergency Contact Name and Phone Number (if available)

Recovery:

- Survey the impacted area and report the impact of the event to necessary stakeholders and GEMA/HS through WebEOC.
- Work with RSF-4 (Housing) to identify transitional, short-term, and long-term housing options as needed.
- Remain actively involved in shelter operations to ensure safety and security. The support should include but not limited to assisting with depopulation and closing of shelters.
- Conduct and participate in After-Action Reviews to be used in future planning updates.

4.4 American Red Cross

Preparedness:

- ARC will support local government in determining anticipated shelter capacity needs for all hazards.
- ARC will survey potential ARC managed shelter locations according to ARC Hurricane Evacuation Shelter Selection Standards in coordination with Local GDPH Environmental Health and Local EMA.
- ARC will provide GEMA/HS annually an overview of ARC commitments and capabilities as it relates to hurricane response operations in Georgia.
- ARC coordinates with State and county ESF-6 and supports current facilities listings for entry in GEMA/HS's WebEOC.
- ARC will collaborate with ESF-6 to provide training for government and non-government and faith-based partners to manage and/or support shelter operations.
- ARC supports State and county emergency management with planning and integration during preparedness, response, and recovery exercises and or operations.

Response:

- In coordination with, and in support of State and county Emergency Management, the ARC will support opening and managing shelters as needed and or requested for all hazards events within the plan commitments.
- ARC will finalize its shelter staffing and support footprint no later than 48 hours pre-landfall. All ARC resources will cease movement upon the onset of tropical storm force winds and will remain in place until deemed safe by local public safety.
- ARC may open ARC managed general population shelters. ARC managed shelters follow ARC guidance and are open to the public without any discrimination of any kind. ARC managed shelters may be augmented with staff from ESF-6 partners to support general population shelters.
- ARC will communicate with ESF-6 and TCSG Emergency Manager if TCSG emergency shelter is opened.
- ARC will assign in-person or virtual liaisons to county Emergency Operations Centers and the State Operations Center as requested and available.
- ARC will coordinate with State ESF-6 and counties to ensure reporting of ARC managed, non-ARC managed or supported shelters.
- ARC will communicate through the-Liaison, shelter information and resource requests directly to the impacted county emergency management for mass care levels 1 and 2.
- ARC will communicate through the ARC Liaison, shelter information/resource requests at level 3 – 5 to GEMA/HS through GEMA's WebEOC and ESF-6.

Recovery:

- ARC supports State and Federal partners in the identification of client's recovery barriers.

- ARC supports those affected by the disaster as determined by ARC guidelines and coordinates with State, Federal, Georgia VOAD and other NGO entities to ensure integration of available resources.
- ARC is a support agency to RSF 4 (Housing) and RSF 7 (GA VOAD) and supports in the recovery phase within ARC guidance, capability and capacity as needed.

4.5 Georgia Department of Public Health (GDPH)

Preparedness:

- In conjunction with the Georgia Emergency Management and Homeland Security Agency (GEMA/HS), the ARC, County Emergency Management Agencies, Georgia Department of Behavioral Health, and Developmental Disabilities (DBHDD), local public health districts, and other shelter support agencies and organizations, the Georgia Department of Public Health (GDPH) will establish pre-disaster agreements.
- In conjunction with local public health districts, GDPH will provide ongoing support, training, and guidance for plans and procedures, as requested.
- In conjunction with local public health districts, GDPH will update shelter plans to fulfill resource requests for potential unmet needs, as needed.
- In conjunction with local public health districts, GDPH will identify and coordinate with alternate facilities to provide care for individuals with acute medical needs who cannot remain at a general shelter.
- Local public health districts will assist with identifying and obtaining Access and Functional Needs (AFN) equipment and services within their county, district and/or region to allow shelter guests to maintain their independence and benefit from shelter services.
- Local public health Environmental Health (EH) offices provide qualified personnel to inspect pre-identified ARC shelters in collaboration with local shelter support partner agencies and organizations.
- In coordination with county Emergency Managers, ARC, and other shelter support agencies/organizations, local public health districts will inspect and survey potential ARC shelter facility locations for suitability at a minimum every four years.
- In conjunction with local public health districts, GDPH's Office of Epidemiology will assist with developing a plan for daily collection and reporting of surveillance data and conduct necessary surveillance functions.
- GDPH's Office of Nursing will coordinate with local public health districts to provide additional nursing/clinical support or to utilize clinical contracts, as requested.

Response:

- GDPH serves as a supporting agency for ESF-6.
- Local public health Environmental Health (EH) provides qualified personnel to inspect ARC shelters during a disaster response to ensure facilities meet health and sanitary guidelines and communicate findings to ARC shelter managers. The

District EH office collate county reports daily to send to the GDPH EH Branch Director to be included in the GDPH EH situation report. The GDPH EH office may provide guidance and fulfill resource requests.

- In coordination with local public health districts, GDPH's Office of Epidemiology will coordinate to monitor daily surveillance data from the shelter along with syndromic surveillance and other reports and share findings with ARC managers.
- In collaboration with local public health districts and ARC, GDPH's Office of Nursing will coordinate nursing and/or other clinical staff to support shelter missions for level 3-5 events, as requested.
- In collaboration with local public health districts, GDPH's Office of Nursing and Emergency Preparedness will assist with conducting health assessments to find appropriate locations/facilities for individuals with other needs that cannot be met in a general shelter.
- GDPH's Office of Pharmacy will provide additional support to fulfill resource requests for unmet needs.
- GDPH's Office of Volunteer Management will contact volunteer organization leads and/or volunteers about the potential need for support.
- GDPH will provide additional support to local public health districts to fulfill resource requests for unmet needs, as requested.
- GDPH will activate and manage Medical Support Shelter (MSS) for coastal hurricane evacuation.
- GDPH will coordinate with local health districts, local Emergency Management, and other State partners to transport individuals with medical needs on the 'Hurricane Registry for Those with Functional, Access, and Medical Needs' to the Medical Support Shelter (MSS), if needed.

Recovery:

- GDPH and local public health districts will conduct an After-Action Review (AAR) and participate in hot washes following the incident and share findings with all appropriate organizations.

For more information about the Department of Public Health's roles and responsibilities, please review the following documents:

- [Public Health Mass Care Manual](#)
- [Public Health Nursing Guide to Mass Care Sheltering](#)
- [Public Health Environmental Health Emergency Response Plan](#)

4.5.1 Georgia Department of Behavioral Health and Developmental Disabilities (DBHDD)

Preparedness:

- DBHDD will coordinate with local ARC and Community Service Boards (CSB) for shelter mental health support planning prior to a disaster.

Response:

- Disaster Mental Health Coordinator (DMHC) will coordinate State mental health support personnel requests.
 - *The Disaster Mental Health Coordinator (DMHC) manages the Georgia Recovery Project, which is funded jointly by SAMHSA and FEMA under the Crisis Counseling Program (CCP).*
- DBHDD will coordinate with local ARC and Community Service Boards (CSB) for shelter mental health support during a disaster.

Recovery:

- DBHDD will coordinate mental health services in collaboration with the *Georgia Recovery Project*.

4.6 Georgia Department of Agriculture (GDA)

Preparedness:

- GDA will continue to work with local animal control and emergency management to facilitate the creation of pet sheltering plans.
- GDA will coordinate with DFCS, DOE and DECAL who maintain USDA food stock inventories and coordinate with ESF-6 partners and GAVOAD for use of sources during an emergency.

Response:

- GDA and their partners will provide coordination and technical guidance to local leaders who operate pet shelters throughout the state that are co-located with State operated shelters.
- GDA will provide technical guidance and coordinate resource requests for counties that operate a co-habituated animal disaster shelter within their jurisdiction during a mass care activation, local emergency declaration, or incident that has a Governors declaration.
- GDA will assist counties requesting animal trailers from other counties via mutual aid agreements.
- GDA will provide coordination activities and training for pet sheltering for mass care activation.
- GDOE can authorize use of USDA foods for situations of distress for the State operated warehouses or from School Food Authority inventory at school sites. GDA will provide liaison support for any outstanding needs to the Federal ESF-11 Coordinator, as needed.
- GDA coordinates pet transportation and posts pet sheltering operational status and location in WebEOC when notified by the jurisdiction during periods of evacuation or incident activation.
- GDA provides technical guidance on service animal issues.

4.7 Technical College System of Georgia (TCSG)

Preparedness:

- In conjunction with the Georgia State Shelter Taskforce, the Technical College System of Georgia will identify facilities that could be used as shelters per facility use agreement with ARC.
- TCSG will collaborate with the Georgia State Shelter Taskforce to develop facility shelter plans for any potential shelter locations.
- TCSG will participate in quarterly Georgia State Shelter Taskforce meetings.

Response:

- Any facilities identified as potential shelters could be utilized for a mass care activation 4 or higher.
- The TCSG will provide a point of contact from facility to support use of facility.
- In conjunction with GEMA/HS provide any available TCSG resources (trucks, semi-trucks etc.) to support mass care mission.

4.8 Georgia Department of Public Safety (Emergency Support Function 13)

Preparedness:

- ESF-13 will participate in the Georgia State Shelter Taskforce meetings and provide expert knowledge on shelter security.

Response:

- ESF-13, in coordination with the ESF-6, will provide personnel who are authorized to exercise the power of arrest and whose duties include the preservation of public order, the protection of life and property and the prevention, detection, or investigation of crime to support shelter operations.

4.9 The Salvation Army Georgia Division

Preparedness:

- Work with counties and Georgia State Shelter Taskforce to develop feeding plan for CTN shelters.

Response:

- Provide fixed and mobile feeding operations and bulk distribution of essential basic supplies (food, water, basic hygiene) to assist CTN evacuees as requested by County Emergency Management or Georgia ESF-6.

Recovery:

- Provide shelf-stable food as requested by County Emergency Management or Georgia ESF-6.
- When requested, provide disaster case management services to assist evacuees.

5.0 Communications

5.1 Internal Communications

Accurate shelter counts are a critical component to effectively managing emergency sheltering. Local emergency managers, the ARC and ESF-6 are responsible for maintaining accurate shelter counts. The ARC will report the daily 2400 (12 Midnight) shelter counts to impacted local emergency managers and ESF-6 for each opened shelter while the shelter is opened. The ESF-6 team is responsible for maintaining the WebEOC Shelter Board as population counts and demographics are provided for the 2400 shelter count. Adjustments may be made to reporting requirements based on the needs.

The ESF-6 Lead will have the overall responsibility of processing all the available raw data on shelter populations before compiling them into one report as well as ensuring that the information is transferred to WebEOC, which is the only official source for the status of sheltering for the State of Georgia.

Local emergency managers are responsible for requesting any additional shelter resources or wrap around services to support the shelter mission. Local emergency managers will exhaust local resources prior to requesting resources or wrap around services. Once it is determined resources or wrap around services are needed to support the shelter mission, the local emergency manager will put in a resource request to WebEOC. ESF-6 will then work with State, NGO or Federal partners to fulfill the request.

5.2 External Communications

When public shelters are opened in Georgia it is critical to communicate shelter facility location and timeframe the facility will be open with the public. Local emergency managers will work with the ARC, GEMA/HS, and other shelter partners to advertise the location of the shelter(s). Local government will be primarily responsible for advertising the locations of the open shelters. State government and supporting NGOs will support the local messaging of shelters. GEMA/HS External Affairs will work with all available media methods to advertise open shelters to the public. Potential media partners include but are not limited to; radio, television, social media, billboards, electronic road signs and GEMA/HS website. The sources utilized for advertising shelters will vary by disaster and can be scaled up or down depending on the shelter needs.

6.0 Plan Maintenance

The Georgia State Shelter Plan will be revised in accordance with the GEMA/HS Plans Standardization and Maintenance Policy, and all recommended changes can be submitted in accordance with Annex B of that policy. In addition, the document shall be evaluated for recommended revisions and corrective measures as an integral part of the Agency Exercise or Event After-Action Reports / Improvement Plans, as well as internal reviews that will follow the issuance of any Governor's Executive Order or passage of legislation impacting the Agency.

6.1 Evaluation

GEMA/HS conducts all exercises within the structure provided by the Homeland Security Exercise Evaluation Program (HSEEP). ESFs will participate in all exercise activities when applicable and will follow the HSEEP process to include active participation in planning and evaluation meetings, workshops, and conferences.

GEMA/HS systematically coordinates and conducts event debriefings and compiles After-Action Reports for any incident that calls for the activation of all or any portion of the Evacuation Shelter Plan. Necessary ESFs/participating agencies shall participate in this process when applicable. After-Action Reports will document areas for improvement, resource shortfalls, and corrective action planning requirements which will be incorporated into subsequent updates to the Evacuation Shelter Plan, its Annexes, or SOG, when applicable.

Annex A Atlantic Hurricane Evacuation

A 1.0 Summary

The Georgia Shelter Atlantic Hurricane Annex is intended to provide a framework to coordinate actions between counties, non-governmental partners and State sheltering activities related to an Atlantic hurricane scenario.

The objective of this annex is the sheltering of at-risk populations located in the path of a significant hurricane threat. Local government officials are responsible for the evacuation and sheltering of residents. The State government supports local evacuation and sheltering operations. Local and State governments share the responsibility to provide a safe, sanitary, and secure shelter to hurricane evacuees. The decision to evacuate is a local government decision and should be based on the scientific data provided in advance of the hurricane.

This plan prescribes an orderly procedure for coastal counties to follow in planning for and responding to a hurricane emergency. It does not replace or supersede any local plans, nor does it assume the authority of any local governing body. It prescribes the actions to be taken at each phase of the sheltering operation.

A 1.1 SITUATIONS

- The potential magnitude of hurricane evacuations requires the cooperative efforts of local governments, and member agencies of the Georgia State Shelter Taskforce in reception and care planning.
- In the State of Georgia, Coastal Georgia is most vulnerable from the threat of hurricanes, particularly from storm surge. Due to the geography of Georgia, Storm Surge may inundate land miles inland from the coast. Consequently, Coastal Georgia Counties may not be able to safely open emergency shelters for residents within their county jurisdiction.
- A subset of the evacuating population will not have their own means of transportation or sheltering and will rely on government assisted evacuation for these resources. This population will be referred to in this plan as the CTN evacuee. The CTN evacuee may be transported via county or State transportation resource to a shelter as part of a County-to-County shelter agreement.
- A smaller subset of the CTN population will be those individuals who are housed in a domestic violence (DV) shelter. The DV shelter in the risk county will coordinate with a DV shelter in the host county to facilitate the best means of transportation of the DV evacuees from the risk county to the host county.
- Colleges/Universities, nursing homes and retirement communities in risk counties have prearranged nongovernment/public sheltering agreements with inland colleges/universities, nursing homes and retirement communities.
- County-to-County shelter agreements have been reached for each coastal county to shelter CTN residents when coastal counties issue mandatory evacuation orders.

- Severe weather, such as heavy rains, strong winds, and/or tornadoes associated with a hurricane may affect all counties in Georgia. Hence, residents within the host counties may also seek public shelter.
- Local government has the overall responsibility for shelter operations and mass care operations within its jurisdiction, a major evacuation of coastal counties poses unique challenges for local governments, because it will require significant amounts of resources.
- The resources of a host county are important to consider, because the host county will experience a large influx of people in a matter of hours during an evacuation. When considering the sheltering potential of an inland community, mass care planners and leadership must take the impact on the local infrastructure into account.
- If the sheltering needs exhaust local resources and capabilities, assistance and resources should be requested by local emergency managers through WebEOC to GEMA/HS. GEMA/HS will work with State, NGO, and Federal partners to fulfill shelter-related assistance and resource requests.
- Sheltering support to local governments will be coordinated through State ESF-6 with the assistance of partners on the Georgia State Shelter Taskforce. ARC, or another NGO providing assistance, will manage and conduct shelter operations within its capabilities. Pursuant to pre-existing agreements, some facilities, equipment, and personnel of local governments, churches, and other agencies will be used to shelter and care for evacuees.

A 1.2 ASSUMPTIONS

- Shelters are located outside of Storm Surge zones. Shelters are located out of any known Flood Zones (100 years or less), or areas that will become isolated by flooding.
- Mass care planners should consider the probability of extended power outages and should account for backup power options.
- Risk county officials will make evacuation and sheltering decisions in response to information and advisories from the National Hurricane Center and the National Weather Service.
- Inland counties that are not at risk for storm surge inundation will not issue mandatory evacuations. Some inland counties may issue shelter in place orders or open a shelter for residents who are vulnerable to high wind hazards (i.e. residents who live in mobile homes).
- Coordination and response efforts within a county will occur in accordance with their local emergency operations plans and the Georgia Emergency Operations Plan (GEOP).
- A portion of the public may evacuate voluntarily prior to the issuance of an evacuation order or evacuate without a formal evacuation order from county leadership. This type of evacuation is known as a shadow evacuation.
- A small percentage of residents from surrounding states such as Florida and South Carolina may evacuate into Georgia during a hurricane emergency.

- Most self-evacuees will stay with relatives, friends, or in commercial accommodations, rather than seek public shelter. A small percentage of the population will require public shelter.
- Nonessential public activities may be impacted by a coastal evacuation. A brief pause on public services may be necessary to execute this shelter plan during a hurricane emergency.
- Coastal counties will be required to develop plans for post storm shelter operations.
- Civic, religious, and volunteer organizations that normally respond to emergency situations will cooperate with the local emergency managers and the State Community Partnerships Manager in preparing for and conducting hurricane shelter and mass care operations. These operations must be in accordance with FEMA guidelines to be eligible for reimbursement and other benefits.
- When local resources are exhausted or insufficient, support will be requested by the local emergency manager through WebEOC. Requests will be made in accordance with the guidelines in the State and local EOPs.

A 1.3 Hurricane Shelter Types

Hurricane evacuations pose a unique threat to coastal communities and require a variety of shelter options to safely shelter all individuals fleeing the coast. Below outlines the different types of shelter options available for emergency managers.

A 1.3.1 Shelter Refuge of Last Resort

- Hurricane impacted counties may determine to operate a county managed refuge of last resort. The refuge of last resort must be located outside of any storm surge or 100 year or under flood zone.
- State assets and support may be limited for refuge of last resort shelters.

A 1.3.2 County-to-County Shelters

- County-to-County Shelters refers to pre-defined sheltering arrangements made between the coastal risk counties and inland host counties. The agreement outlines that the inland host counties will accept and shelter CTN populations from coastal risk counties.
- The County-to-County shelters will be ARC shelters with State and local government support. The shelters will be reserved for only CTN populations from the coastal counties.
- County-to-County sheltering agreements benefit the risk county, the host county and most importantly the individuals that must leave their communities for safety. Establishing relationships before an evacuation builds trust and ownership in the plan and its activation by all involved stakeholders.
- Risk and host counties are responsible for the maintenance of agreements and requirements related to County-to-County sheltering.

A 1.3.3 General Population Self-Evacuation Shelters

- Self-evacuation shelters will be open to the public.

- Self-evacuation shelters will be primarily operated by the ARC but may also include shelters run by other non-governmental organizations, or county operated shelters.
- Self-evacuation shelters are intended to provide a safe, secure and sanitary facility for people evacuating areas threatened by hurricanes who do not have friends or family to stay with and cannot afford their own temporary shelter (such as a hotel, Airbnb etc.).
- Self-evacuation shelters should be considered a last resort for individuals evacuating hurricane threatened areas.

A 1.3.4 Georgia State Parks Shelters

- State Parks that are not at risk of the hazards associated with hurricanes will open free of charge to the public for those evacuating from the hurricane threat.

A 1.3.5 Medical Support Shelter

- The Georgia Department of Public Health (GDPH) will operate Medical Support Shelters for evacuees that need almost constant medical care but do not require hospitalization.
- GDPH will maintain the overall operations of the shelter and manage the medical support and services.

The GDPH Medical Support Shelter Plan is published under a separate cover. A 1.3.6 Pet Shelters

- Pet shelter facilities allow for the safe sheltering of the pets of individuals that evacuate with their household animals, as defined in the PETS Act.
- When possible, pet shelters will be placed within proximity to the human shelters so that owners may continue to care for their animals.
- When possible, transportation to pet shelters will be provided in conjunction with local emergency management, ARC, and State partners.
- Co-location sheltering generally means separate ventilation system, yet pets are in proximity to their owners.
- Cohabitated shelters generally mean pets and owners in the same building with the same ventilation system.
- Georgia Department of Agriculture maintains the Pet Shelter Plan published under a separate cover.

A 2.0 Roles and Responsibilities

The roles and responsibilities of the outline in this section are specific to an Atlantic tropical threat that causes a coastal evacuation. The roles and responsibilities outlined do not supersede any duties listed in the base Georgia State Shelter Plan.

A 2.1 Evacuating Counties (Risk Counties)

For each hurricane, counties will determine the need to call an evacuation, voluntary or mandatory, based off the threat and the projected path of the storm from information received from the National Hurricane Center and National Weather Service. State

evacuation assistance may be provided to those counties that have declared a State of Emergency, and a mandatory evacuation for the “at-risk” population and are able to justify their need. “At-risk” populations include but are not limited to those without means of personal transportation, individuals with functional or access needs, individuals on the medical registry. Mandatory evacuations will require coordination with the State to activate County-to-County shelter agreements and determine the locations of shelters for self-evacuees.

Preparedness

- Provide updated CTN evacuee estimates to Host County and Georgia State Shelter Taskforce prior to April 1st each year.
- Communicate with Public Health to maintain up to date status of the County’s Hurricane Registry.
- Maintain transportation contracts for CTN evacuees.
- Develop plans to manage and operate County Pick Up Points for CTN evacuees.
- Work to address the sheltering needs and evacuation needs identified within the county with county resources.
- Annually Update and review County-to-County CTN sheltering MOA with host county.
- Work with host county, State partners, and ARC to exercise shelter plan.

Response

- Assess the hurricane threat and make key evacuation decisions based on the potential risks to the community.
- Issue evacuation orders.
- Ensure that all planning partners and stakeholders are aware of the evacuation order.
- Activate local transportation plans and CPPs.
- Confirm with Host County Shelters are ready to take CTN evacuees.
- Notify Host County CTN Buses are enroute.
- Upload CTN Bus rosters to WebEOC.
- Notify host county when last CTN transportation has left CPP, and active evacuation operations are concluding.

Recovery

- Conduct damage assessments and determine areas in which evacuees can return home. Determine county post event status level and report to GEMA/HS via WebEOC.
- If necessary, set up local sheltering options for individuals that cannot return to their homes.
- Work with host county to ensure applicable shelter costs are reimbursed.

A 2.2 Host Counties

All counties outside of the projected hurricane storm surge area could be considered a host county and should be prepared to support evacuees when necessary. Counties part of County-to-County sheltering agreements and counties along frequently used evacuation routes, i.e. Interstate 16, Interstate 75, Highway 82 and Highway 341 will be called upon first to open shelters in conjunction with the ARC and State of Georgia.

Preparedness

- Develop agreements with local facilities and planning partners to build and maintain a shelter capability.
- Work with the ARC and Georgia State Shelter Taskforce to ensure the local shelter plan is ready to accommodate evacuating populations.
- Local shelter plan should include applicable reimbursement policies.
- CTN host counties should prepare and plan for accepting CTN buses to shelter facilities.
- Work with the local partners to resource and manage shelter facilities.
- Maintain agreements with private industry vendors to support local sheltering needs.

Response

- Initiate local hurricane evacuation shelter plans.
- Work with ARC and State to open shelters as needed for hurricane evacuees.
- Report shelter populations every 4 hours in WebEOC during the evacuation process.
- Report shelter populations every 12 hours once the evacuation is complete.
- Execute local contracts for wrap around services as needed.
- Request additional resources from the State once local resources are exhausted.
- Track costs associated with shelter operations include facility use, feeding, vendor agreements, staffing costs, etc.

Recovery

- Close shelters and assist risk county with the tracking of buses as they return home.
- Work with Risk County and State to recoup any eligible shelter expenses.

A 2.3 State

There are many State agencies that play a critical role in sheltering, this section refers to Hurricane evacuation specific roles and responsibilities for State agencies. State refers to any State agency that has a role in sheltering.

Preparedness

- Coordinate and be ready to assist local government with identifying evacuation needs and capabilities of communities.
- Maintain a system capable of tracking CTN evacuees.
- Train and exercise the system with all local and State partners.
- Understand and support local sheltering and evacuation operations as requested.
- Develop a sheltering capacity and resources to support local evacuation and sheltering efforts if requested during a declared emergency with a mandatory evacuation.

Response

- Initiate Atlantic Hurricane Annex and all other relevant mass care plans.
- Track CTN bus rosters as they evacuate to host counties.
- Be prepared to assist with evacuee registration and transportation.
- Maintain constant communication with risk and host counties during hurricane threat.
- Provide staffing, wrap-around services or other support as needed.

Recovery

- Coordinate re-entry efforts with all stakeholders.
- Assist Host and Risk County with shelter needs.
- Activate DRRP plan and necessary RSFs.
- Leverage Federal and NGO partnerships to assist with any transitional housing needs.

A 3.0 Concept of Operations

A 3.1 County Pick Up Points

County Pick Up Points is the location where government resources (i.e. buses, response personnel) are sent to pick up and process evacuees and take them to shelters. These County Pick Up Point locations are pre-identified and run by the County Officials but may be supplemented by State assets. County Pick Up Point plans and procedures include three major objectives:

- 1) Arrival and off- loading of evacuees.
- 2) Registration, transportation, and medical triage.
- 3) Loading of buses proceeding to shelters.

The purpose of the County Pick Up Point is to centralized pickup location within the risk county where CTN evacuees are brought to be registered, triaged, and transported out of the risk area. The CPP is managed and planned by the risk county. County Pick Up

Points are the primary processing and evacuation center for the Critical Transportation Needs evacuees by the evacuating county to the host shelters.

A 3.2 Registration and Tracking

The registration process of evacuees prior to loading onto government provided transportation (Coach/School Buses) is the responsibility of the evacuating county.

At the registration area the evacuee provides the registrar with the required identification information. The evacuee will then be registered and tracked while transported by local government provided transportation. The purpose of the tracking system is to capture and link information on evacuees and their household pets and/or belongings.

The evacuees may be asked medical questions to ensure that they are able to be transported with the general population. If not, the evacuees will be directed to the transportation/medical triage area where the Triage Officer/EMS will determine the appropriate mode of transportation (i.e. Para-transit Van/Bus, Coach Bus, Ambulance or by Air).

After registering, evacuees will take their appropriate mode of transportation to a pre-determined shelter destination. A Bus manifest will be produced before the bus departs from the County Pick Up Point and uploaded onto WebEOC.

A 3.3 Hurricane Registry

The Hurricane Registry is a list maintained by each health department in the 8 Georgia counties of the Coastal Health District (9-1).

- Registry applications are available throughout the year with reminder campaigns before each hurricane season.
- Registry applications are not accepted within 72 hours of the onset of tropical storm-force winds.
- The Registry includes residents with certain healthcare conditions who need transportation or medical assistance and have no resources, such as family, to help them evacuate if a hurricane is threatening.
- The Registry classifies individuals as Medical Needs or Functional and Access Needs.
- If Georgia Public Health approves a request for a non-congregate Medical Support Shelter during Hurricane evacuations, individuals with Medical Needs will be transported to the non-congregate Medical Support Shelter (MSS).
- During a Hurricane Evacuation, individuals with Functional and Access Needs will be transported to a congregate shelter.
- Residents must apply to be on the Registry annually, and those who meet the criteria will be safely evacuated to either a congregate shelter or the non-congregate Medical Support Shelter when there is a serious threat of a hurricane.

A 3.4 Critical Transportation Needs Evacuees

CTN evacuees represent a small subset of the population that do not have their own means of transportation and/or sheltering and will need government assistance for these resources. CTN evacuees are Transit Dependent Individuals but may also be included on the Hurricane Registry.

County EMA is responsible for estimating and reporting the total CTN number to GEMA/HS each year. The total CTN evacuee number is the number of individuals on the Hurricane Registry and the estimated number of Transit Dependent Individuals. Transit Dependent Individual estimations will be based on historical evacuation data, demographic data/trends, and the latest Hurricane Evacuation Study. GEMA/HS will use the CTN evacuee number from the counties to secure appropriate State and Federal resources.

County Responsibilities to the Critical Transportation Need Evacuee

- Identify and staff refuge of last resort in non-surge areas of the jurisdiction (if applicable).
- Enter and maintain County-to-County shelter agreements with host counties.
- Identify, plan for, manage, and staff a county pick-up point for the CTN evacuees.
- Submit a WebEOC request to open the Medical Support Shelter (if applicable).
- Submit a WebEOC request to transport individuals on the Hurricane Registry who are Medical Needs to Medical Support Shelter (if applicable).
- Coordinate the transportation of individuals on the Hurricane Registry with Functional and Access Needs to Host County congregate shelter during evacuation.
- Provided an updated CTN evacuee estimate to GEMA/HS prior to April 1st each year.

State Responsibilities to the Critical Transportation Need Evacuee

- In the event local government is unable to support the evacuation and sheltering requirements for critical transportation needs evacuees residing within the jurisdiction, the State may provide evacuation and sheltering assistance. **Note: State evacuation assistance is considered a last resort and does not supersede the responsibility of county governments to evacuate their individuals.**
- If the State Medical Support Shelter is opened, transportation of Medical Needs evacuees must be submitted to Georgia Public Health via WebEOC resource request. If the request is approved, Public Health will coordinate the transportation of the evacuees.

- Report each county's estimated CTN evacuee number to the corresponding Host County and Georgia State Shelter Taskforce.

A 3.5 County-to-County Sheltering Agreement

Planning and preparedness process

County-to-County sheltering agreements take a significant amount of planning and preparation. Coastal county EMAs work with host county EMAs, State and NGO shelter partners to create specific plans for each county. Each county involved in County-to-County sheltering agreements should have a shelter plan annex added to their LEOPs outlining the shelter plan. Additionally, each county will sign a memorandum of agreement. The MOA between counties will establish shelter operations, roles and responsibilities, and shelter operations reimbursement for each jurisdiction. Additional support entities such as GEMA/HS, local health districts, GDPH, DHS are recognized and may be included in the signed agreements. On or before April 1st of every year, counties should report the readiness status of their sheltering agreements and any known resourcing gaps to GEMA/HS and the Georgia State Shelter Taskforce.

Activation and Triggers

County-to-County Agreement plans are officially activated upon an official evacuation announcement for local government officials or through the Governor's office.

Timeline

- **OPCON 5-NORMAL OPERATIONS**
 - Partner agencies monitor forecasts and review shelter plans.
 - Conduct Quarterly Georgia State Shelter Taskforce Meetings.
 - State partners maintain open lines of communication with each other and coastal county EMAs.
- **OPCON 4 (Within 120 hours)-Enhanced Monitoring**
 - Georgia State Shelter Task Force Emergency coordination meetings are activated.
 - Coastal counties are actively monitoring the weather and are notifying the host counties for possible activation of the County-to-County CTN agreements.
 - Coastal counties ensure CTN transportation plan is ready to activate.
 - Host counties begin working with ARC to confirm shelter facility availability.
 - DHS begins to create staffing rosters for potential shelters.
 - GDPH begins coordinating with local health districts to create clinical staff rosters for potential shelters.
 - ARC begins the process of creating staffing rosters for potential shelters.
 - Georgia State Shelter Taskforce Emergency coordination meetings continue to ensure coordination between State partners and nongovernment agencies.
 - ESF-6 reports to SOC to begin in person preparations.

- ESF-6 begins County-to-County CTN agreement coordination calls.
- DHS continues to create staffing rosters for potential shelters.
- GDPH continues coordinating with local health districts to create clinical staff rosters for potential shelters.
- ARC continues the process of creating staffing rosters for potential shelters.
- Host counties confirm shelter facility availability.
- Host counties notify the State and ARC of any facilities that are not available to host shelter.
- Host counties work with ARC and State partners to begin pre-staging of shelter equipment and supplies.
- **OPCON 3 (Within 72 hours)-Alerting and Strategic Planning**
 - ⊖ Coastal counties could choose to issue evacuation orders as soon as 72 hours prior to the onset of tropical storm force winds.
 - The decision to evacuate will be made based on estimated clearance times for each county. Counties will issue evacuation orders sometime between 72 and 36 hours prior to onset of tropical storm force winds.
 - Georgia State Shelter Taskforce Emergency coordination meetings continue to ensure coordination between State partners and nongovernment agencies.
 - DHS finalizes staffing rosters for potential shelters.
 - GDPH works with local health districts to finalize clinical staffing rosters for potential shelters.
 - ARC finalizes staffing rosters for potential shelters.
 - Coastal counties close Hurricane Registry.
 - Host counties work with ARC and State to pre-stage shelter assets, resources, and personnel.
 - Coastal Counties coordinate the evacuation of functional and access needs individuals with GDPH and local public health district.
 - GDPH coordinates the evacuation of Medical Needs individuals with the local public health district and County EMA.
 - Medical Needs, CTN and General Population shelters should be ready to be opened.
 - DHS and ARC deploy staff to open CTN, and self-evacuation shelters as needed.
 - GDPH coordinates with local health districts to deploy clinical staff as needed.
- **OPCON 2 (Within 48 hours)-Readiness and Staging**
 - Additional evacuation orders are made by Coastal Counties.
 - Evacuation orders from counties must be made no later than 36 hours prior to the onset of tropical storm force winds.
 - Georgia State Shelter Taskforce Emergency Coordination calls continue.

- Coastal counties continue to coordinate the evacuation of functional and access needs individuals.
- Public Health continues to coordinate the evacuation of Medical Needs individuals with local health district and county EMA.
- Coastal counties set up and organize evacuation county pick up points.
- ARC works with shelter partners to open CTN shelters as needed.
- Host counties are prepared to accept CTN evacuees.
- Host counties provide updates on shelter populations every four hours during evacuation.
- Final pre-staging arrangements are made by ARC, local and State governments.
- DHS, GDPH, ARC staff are ready to respond, and open shelters as needed.
- DHS and ARC deploy staff to open CTN and self-evacuation shelters.
- GDPH coordinates with local health districts to deploy clinical staff as needed.
- ESF-6 coordinates with ESF-11 on the opening of pet shelters as needed.
- ESF-6 coordinates with ESF-11 on bulk distribution of food for emergency feeding at shelters and the storm impacted areas.
- Staffing contracts, mutual aid requests or wrap-around service-related contracts are put on standby to be activated if needed.
- **OPCON 1 (Within 24 hours)- Final Staging**
 - Coastal Counties finalize evacuation efforts.
 - Coastal counties upload CTN bus rosters to WebEOC.
 - Host counties open all CTN shelters and are ready to receive evacuees.
 - Host counties provide updates on shelter populations every four hours during evacuation.
 - Georgia State Shelter Taskforce meetings continue.
 - CTN county coordination conference calls continue.
 - DHS and ARC deploy staff to open CTN and self-evacuation shelters.
 - GDPH coordinates with local health districts to deploy clinical staff as needed.
 - ESF-6 coordinates the opening of CTN shelters and tracks CTN buses.
 - ESF-6 monitors WebEOC for resource requests.
 - ESF-6 keeps open lines of communication with supporting ESFs, NGOs, and other State partners.
 - ESF-6 coordinates with ESF-11 on the opening of pet shelters as needed.
 - ESF-6 coordinates with ESF-11 on bulk distribution of food for emergency feeding at shelters and the storm impacted areas.
 - Staffing contracts, mutual aid requests or wrap-around service-related contracts are put on standby to be activated if needed.
- **Response (First 72 hours post landfall)**

- Coastal counties conduct preliminary damage assessments as soon as possible.
- Results of damage assessment are communicated to GEMA/HS and ESF-6 as soon as possible to determine how long shelters will be open and when the re-entry process will begin.
 - If major or catastrophic damage occurs in any of the coastal counties, it is likely the corresponding County-to-County CTN shelters and some self evac shelters will have to be opened for an extended period (more than 72 hours post landfall).
- For shelters that are determined to be open for longer than 72 hours post landfall, additional wrap around services and accommodations are provided (i.e. additional shower trailers, bathrooms, etc.).
- ARC continues to surge staff per staffing matrix to relieve government partners. After 96 hours post impact 75% of staff will be ARC.
- Coastal counties identify facilities within their jurisdiction that could be opened post re-entry.
- Host counties continue to report shelter populations every 12 hours.
- ESF-6 coordinates with ESF-11 on bulk distribution of food for emergency feeding at shelters and the storm impacted areas.

County-to-County Agreement Summary

Critical Transportation Needs (CTN) Risk- Host County Partnerships			
Risk County	Host County	Travel Time in Minutes	Distance in Miles
Bryan	Candler	60	66
Camden	Tift	150	140
Chatham	Bibb	150	165
Effingham	Montgomery	100	95
Glynn	Coffee	110	98
Liberty	Baldwin	150	165
McIntosh	Dodge	140	130

A 3.6 Self-Evacuation Shelters

Planning and Preparation Process

The State Shelter Taskforce will work with ARC and local counties to identify and establish potential self-evacuation shelters. The self-evacuation shelters will concentrate along and near heavily traveled evacuation routes such as Interstate 16, Interstate 75, Highway 82 and Highway 341. Each county that could have a shelter opened in their county during a hurricane evacuation will be notified so they can work

with ARC and the Georgia State Shelter Taskforce to prepare to open the shelter. Self-evacuation shelters are intended to be emergency evacuation shelters only, which means they will have minimum resources with a percentage of cots set aside for those with functional and access needs. If the need arises, some self-evacuation shelters will be transitioned to general population short term shelters. Resources will be provided per the shelter standards based on the type of shelter.

Activation/Trigger

Self-evacuation shelters will be opened when an evacuation order has been issued by coastal county EMAs or the Governor's office.

Shelter Opening Process

The self-evacuation shelters will be opened sequentially in coordination with ARC, local emergency management, ESF-6 and the Georgia State Shelter Taskforce in tiers as needed. Self-evacuation shelters will be grouped into ten in three separate tiers based on storm strength, path, evacuation volume, available facilities, staffing and shelter resource considerations. Counties that have potential self-evacuation shelters will be notified by ESF-6 what tier they are in no later than 48 hours prior to the onset of tropical storm force winds. Once tiers are determined, tier one shelters will be opened, while tier two and three shelters will be placed on standby.

The purpose of a tiered approach to opening shelters is to utilize shelter resources and staffing as efficiently as possible. For example, tier one shelters will be opened first, and tier two shelters will not be opened until tier one shelters reach 75% of emergency evacuation capacity. The same procedure will be used for the opening of tier three shelters. All self-evacuation shelters are required to report their shelter status, capacity, and census to ESF-6 via WebEOC every 4 hours during an evacuation and every 12 hours during stable times until all are closed. The potential host counties for self-evacuation shelters are below and were determined strategically based on blue sky planning efforts between the Georgia State Shelter Taskforce and the local counties.

A critical component of the self-evacuation shelters list will be to widely publicize to media outlets. In conjunction with county EMA, ESF-6, and GEMA External Affairs will work with media outlets to provide the most up to date list of shelter facilities. The State of Georgia and local emergency management agencies will provide support to self-evacuation shelters as needed.

Potential Self Evacuee Host Counties	
Host County	Nearest Evacuation Route
Appling	Highway 341
Berrien	Highway 82
Butts	Interstate 75
Colquitt	Interstate 75
Cook	Interstate 75
Crisp	Interstate 75
Dougherty	Highway 82
Houston	Interstate 75
Jeff Davis	Highway 341
Lowndes	Interstate 75
Monroe	Interstate 75
Muscogee	Alabama Border
Richmond	South Carolina Border
Sumter	Interstate 75
Thomas	Florida Border
Turner	Interstate 75
Ware	Highway 82
Wayne	Highway 341

Timeline

- **OPCON 5-NORMAL OPERATIONS**
 - Partner agencies monitor forecasts and begin reviewing shelter plans.
 - Conduct quarterly Georgia State Shelter Task Force Meetings.
 - State partners maintain open lines of communication with each other and coastal county EMAs.
- **OPCON 4 (Within 120 hours) Enhanced Monitoring**
 - ESF-6 notifies all potential self-evacuation host counties that a shelter may be opened in their county.
 - ESF-6 begins determining shelter tiers.
 - ESF-6 works with ARC to begin the process of pre-staging staff and equipment.
 - ESF-6 continues communication with all potential self-evacuation host counties.
 - ESF-6 works with ARC to pre-stage staff and equipment.
 - ESF-6 continues to determine tier list of shelters.
 - DHS, GDPH and ARC begin creating staffing rosters for all shelters.
- **OPCON 3 (Within 72 Hours) Alerting and Strategic Planning**
 - ⊖ Coastal counties could choose to issue evacuation orders as soon as 72 hours prior to the onset of tropical storm force winds.
 - The decision to evacuate will be made based on estimated clearance times for each county. Counties will issue evacuation orders sometime between 72 and 36 hours prior to onset of tropical storm force winds.
 - ESF-6 finalizes self-evacuation shelter tiers.
 - ESF-6 notifies self-evacuation shelters of tier list.
 - County EMAs, ARC and GEMA/HS ESF-15 External Affairs work together to publicize self-evacuation shelters.
 - All pre-stage work is completed by ARC, State, and local shelter partners.
 - DHS, GDPH and ARC complete shelter rosters.
- **OPCON 2 (Within 48 hours) Readiness and Staging**
 - Coastal counties make decision to issue evacuation orders.
 - Evacuation orders from counties must be made no later than 36 hours prior to the onset of tropical storm force winds.
 - Tier one self-evac shelter counties are opened.
 - Tier two and three counties are put on standby.
 - Host counties provide updates on shelter populations every four hours during evacuation.
 - If Tier One shelters reach 75% capacity, tier two shelters are opened. The same procedure is repeated if Tier two shelters reach 75% capacity.

- County EMAs, ARC, and GEMA/HS External Affairs continue to work together to publicize self-evacuation shelters.
- **OPCON 1 (Within 24 hours) Final Staging**
 - Coastal Evacuation is completed.
 - Tier one self-evac shelter is opened.
 - Tier two and three counties are put on standby.
 - Host counties provide updates on shelter populations every four hours during evacuation.
 - If Tier One shelters reach 75% capacity, tier two shelters are opened. The same procedure is repeated if Tier two shelters reach 75% capacity.
 - County EMAs, ARC, and GEMA/HS External Affairs continue to work together to publicize self-evacuation shelters.
- **RESPONSE (First 72 hours post landfall)**
 - Coastal counties conduct preliminary damage assessments as soon as it's safe to do so.
 - Results of damage assessment are communicated to GEMA/HS and ESF-6 as soon as possible to determine how long shelters will be open and when the re-entry process will begin.
 - If warranted, self-evac shelters are transitioned into general population short term shelters and additional resources are provided by ARC and State partners.
 - ESF-6 monitors shelter populations and coordinates the opening of tier two and tier three self-evacuation shelters as needed.
 - Shelters that are no longer needed are closed based on need.

A 4.0 Re-entry

The decision to allow evacuees to return to the Risk Area after a hurricane has passed will be made by the evacuated counties, the Host counties and coordinated with GEMA/HS. GEMA/HS SOC will conduct calls with each affected county to assist in determining their post impact status. By assessing the post impact status, State and local mass care stakeholders will develop a plan to return all individuals home in a timely and orderly fashion.

Host Counties will continue shelter operations as needed or requested and will report the midnight and midday count and other issues to ESF-6 through WebEOC as needed. As shelters close Host counties should survey them for damages and collect any information that is needed for the reimbursement process where applicable.