



## Annex C - Sheltering and Mass Care

## PVAMU Sheltering and Mass Care Annex

### Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

# PVAMU Sheltering and Mass Care Annex

## **A. General**

The purpose of this annex is to outline the PVAMU plan to provide shelter and mass care to evacuees. As an asset of the State of Texas, and in keeping with the university's mission of service, PVAMU may be asked to support emergency responses including shelter and mass care of evacuees. These guidelines are applicable to any facility the university may choose to utilize for sheltering and mass care operations.

## **B. Concept of Operations**

### **1. Decision Making for Requests for Shelter and/or Mass Care Support**

- a. Any request for the provision of sheltering and mass care support should be routed and communicated to the Director of Risk Management & Safety (DRMS) or their designee. Information on requests will be forwarded through the chain of command to the Office of the President for consideration.
- b. The President will approve or deny the request to use PVAMU facilities for sheltering operations.
- c. Commitment of resources such as food services, transportation, security, etc. to these requests should only be granted if excess capacity beyond that needed by the university and sheltering operations is available.

### **2. General Shelter Operations**

- a. Shelter managers (minimum of two) should be appointed for each shelter to be utilized to support extended shift operations. Assistant shelter managers shall report to the Shelter Manager.
- b. Shelter operations are resource intensive, including personnel resources. A list of volunteers (staff, faculty and/or students) who are available and willing to work in a shelter should be developed as part of preparations for opening a campus shelter. The list should be maintained current during the duration of shelter operations. Staff or faculty may be assigned to fill roles in shelter operations/support with the approval of their management.
- c. Security is paramount at shelters for both evacuees and the campus community. Evacuees will be required to check in and out of the shelters, even if only for short trips to their vehicles or to run local errands. Shelter Managers shall oversee check in/out points and operations. Security/police shall be present at each shelter 24/7 for security purposes.
- d. Shelter guests will be asked to identify to shelter support staff any health conditions such as diabetes, kidney disease, heart conditions, etc. for which assistance may be needed.

### **3. Security**

- a. The primary role of the University Police Department during sheltering operations is to provide for the safety and security of all evacuees and shelter management personnel in the facility. Many of the tasks required of the department during shelter operations are simply an expansion of normal daily responsibilities including enforcing laws, maintaining order, protecting lives and property and traffic and crowd control.

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- b. University Police reserve the right to perform criminal background checks on evacuees sheltered at a shelter location and to take actions necessary to protect the majority of the evacuees assigned to a university shelter.
  - c. No alcohol, illegal drugs/narcotics, or weapons will be allowed in the facility.
  - d. Access points to the facility will be identified and monitored by police or security personnel. Evacuees are not restricted to the facility. However, limitation of access points and logging of evacuees in and out of the shelter is required.
  - e. Police/security patrols of the parking areas outside the shelter will be patrolled during shelter operations.
  - f. The evacuee sleeping area will be monitored 24/7.
4. Food Services: Food for evacuees may be provided by many different sources. The food must be prepared and served by a permitted food service vendor in accordance with all applicable rules and the Texas Department of State Health Services.
5. Funding and Tracking Resources and Expenditures: Shelter operations require significant resources. Tracking resources is vital for several reasons:
- a. Knowing what resources are available,
  - b. Anticipating what will be needed,
  - c. Returning unused resources at the conclusion of the operation, and
  - d. Seeking reimbursements.
6. Public Information: Refer to the Office of Communication and Marketing.

### **C. Organization and Assignment of Responsibilities**

1. The DRMS should:
- a. Monitor weather conditions and state emergency notices regarding hurricane activity or other events that could result in activation of this plan.
  - b. Expedite the routing of requests for use of Prairie View A&M University facilities to appropriate administrators.
  - c. Coordinate shelter and mass care efforts.
  - d. Request support if local resources are insufficient.
  - e. Coordinate resources and staffing for shelter operations.
2. Shelter Manage(s) will:
- a. Staff and open shelters and keep them operating as long as necessary or until university shelters must close.
  - b. Oversee registration of shelter occupants and handling of disaster welfare inquiries.
  - c. Oversee provision of food, clothing, blankets, personal care items, etc. to evacuees.
  - d. Identify and request additional shelter resource requirements and evacuee support services.
  - e. Ensure accurate records are maintained for resources ordered and expended.
3. The Chief of Police will provide security and law enforcement at shelters as necessary for evacuee safety and the safety of the campus community.
4. Risk Management and Safety will:
- a. Ensure that the facility, as used, complies with fire codes.

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- b. Train shelter management personnel in fire safety and fire suppression as it relates to that facility.
  - c. Ensure that facility sanitation conditions are monitored periodically.
  - d. Develop an emergency plan for the shelter.
- 5. The Executive Director of Marketing and Communications will:
  - a. Provide information to the public on shelter operations as approved by the DRMS and the Office of the President.
  - b. Coordinate media inquiries regarding shelters.
- 6. The Assistant Vice President for Business Services will:
  - a. To the extent possible, ensure power, water supply and sanitary services are operable at shelter facilities.
  - b. Take steps as necessary to protect shelters and evacuees therein from foreseeable hazardous weather conditions.
  - c. Identify and prioritize facilities and operations needing emergency backup power. Shelters shall be considered priority facilities.
  - d. Implement procedures as necessary to protect and secure campus facilities and grounds in advance of expected hazardous weather.
  - e. Provide support for shelter setup, operation and breakdown to include assistance moving supplies and equipment, enhanced custodial services, etc.