

CHAPTER DISASTER RESPONSE PLAN

Rice-Le Sueur Counties Chapter American Red Cross

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Rice-Le Sueur Counties Disaster Response Plan Rev 5 Chg 0

Record of Review

Date Of Review	Type of Review: Annual, Exercise Disaster	Comments	Reviewer Name
12/28/09	Approval	Provided by separate document on file at chapter office	Peg Shaefer

Record of Changes

Rev/ Chg	Change (Name, Page Number, Date, Issuer)	Date Posted (Mm/dd/yy)	Posted by (Initials)
Original	Original issue of the chapter disaster plan	1/24/94	Jack Blackmer
1/0	Revised activation and personnel list	5/15/99	Jack Blackmer
2/0	Updated entire plan	6/30/04	Jack Blackmer
3/0	Updated entire plan	8/21/2000	Jack Blackmer
4/0	Updated entire plan	12/10/07	Amy Larson
5/0	Rewrote plan in new National Headquarters format	10/30/09	Sue Hutson Jack Blackmer

Executive Summary

This chapter disaster response plan (CDRP) provides the framework for a response to disasters within the jurisdiction of the Rice-Le Sueur Counties Chapter. The chapter covers all of Rice and Le Sueur Counties except for the city of Le Sueur in the north and Kasota Township in the southwest corner of Le Sueur County. It is a result of extensive planning and preparedness by the chapter, it contains systems and procedures for managing the human and material resources of the chapter in providing emergency assistance to victims of disaster.

The plan consists of the base plan and the following Annexes: Hazard and Impact Analysis, Aviation, Weapons of Mass Destruction, Response Technology, Disaster Action Team (DAT) Manual, Resource Annex. The base plan includes sections about demographics; geography; climate; hazards and their impact on the community; the readiness capability of the chapter and the concept of operations, which details the chapter's response to disasters.

The most common disaster that occurs within the jurisdiction of the Rice-Le Sueur Counties Chapter is the single unit house fire with the chapter responding to an average of ten per year. Tornadoes and winter storms occur with moderate frequency and result in a moderate impact to the community infrastructure. The areas most likely to be heavily impacted by this type of disaster are residential and frequently traveled areas of the county such as areas along Interstate 35, US Highway 169 and the many state roads.

The chapter serves a population of more than 89,042 in the counties of Rice and Le Sueur. The population is dominated by two age groups, 25-64 (50.64%) and 0-17 (23.83%). Ethnic breakdown of the counties are as follows: Caucasian 92.32%, Afro-American 1.31%, Asian 1.6%, Hispanic 7.6%. About 7.7% of the people of Rice County live below the poverty level and 6.9% in Le Sueur County.

When needed, the chapter will access additional human and material resources through mutual aid agreements with other Red Cross chapters and from the State of Minnesota by calling the Coordinating Chapter for Disaster Services, Southeast Minnesota Chapter at 507-287-2200. If one has questions or concerns about the chapter disaster response plan, please contact the Disaster chair, Jack Blackmer at 507-334-8471.

I. Introduction

A. Purpose and Scope

This plan provides the planning and implementation procedures necessary to meet the requirements set by the American Red Cross for responding to disasters. This plan consists of a base plan and annexes. It is compiled from the Disaster Services Program Guidance, Disaster Services Connections and remaining 3000 series documents.

This plan is intended for and applies to Rice-Le Sueur Counties Chapter volunteers and employees. It provides guidance and procedures for providing a timely, appropriate and effective Red Cross response to disasters in Rice and Le Sueur Counties as a member of the Southeast Minnesota Region. The plan also–

1. Identifies the possible disaster risks within the jurisdiction of the chapter as well as the anticipated effects of the potential disasters.
2. Describes the response capacity and strategy of the chapter.
3. Provides procedures for managing the resources of the chapter.
4. Promotes a spirit of cooperation and mutual support among the local Red Cross, the community and local emergency management officials.
5. Describes the scaling up and integrating with a relief operation and scaling back down to the chapter level during a response.

B. Distribution

Copies of the plan will be provided to the following entities:

Internal distribution:

Disaster Committee Members

Executive Director

Southeast MN Chapter director of Emergency Services

MN/WI Disaster Officer

External Distribution:

Emergency Management of both Rice and Le Sueur Counties

C. Planning Assumptions

1. It is anticipated that in the event of a major disaster only 25% of the trained disaster responders would be available to the Chapter. There are 19 DSHR members. A huge number of spontaneous volunteers outside of those trained are expected to appear and offer help to the Chapter.
2. It is anticipated that 10% of the population displaced from their homes would seek shelter with the Red Cross. Throughout the county there are 22 shelters available to be opened once Red Cross staff becomes available.
3. In addition to the resident population of Northfield, during the school year, there will be an estimated additional 5000 non-resident visitors and students from St. Olaf and Carlton College. Faribault will have fewer non-resident students in South Central College and four resident schools.
4. Faribault School for the Deaf and Blind if involved in the disaster could require Red Cross to provide interrupters.
5. In the event of communication problems, it is anticipated that the Amateur Radio Emergency Response Team will provide backup with their radio equipment.
6. It is assumed that when a shelter is requested in either Rice or Le Sueur County, it would be inspected by Environmental Health for safety precautions.
7. It is assumed that any physically or mentally challenged individuals listed in the vulnerable populations would be accompanied in a shelter by staff from their group homes.

II. Demographics, Housing, Geography, Climatology, Transportation and Maps

A. Demographics and Housing

The Chapter serves a total two county population of approximately 90,432 according to the 2008 census bureau estimates. The Rice County seat is Faribault and contains seven cities and fourteen townships. Two thirds of Rice County population lives in Faribault (22,009) or Northfield (19,633). The Le Sueur County seat is Le Center and contains 11 cities and 14 townships. The three largest cities are New Prague (6712) which is served by the Twin Cities Chapter, Le Sueur (4252) and Montgomery (3266). Rice and Le Sueur Counties population age percentages are: 0-17 (30.6%), 18- 64 (56.4%), and 65 and over (13%). The ethnic population is as follows: White 90%, Afro-American 1.3%, Hispanic 6.6%, Asian 1.3%, other 0.8%.

There are approximately 30,919 households in the chapter jurisdiction. Of that number approximately 1980 households are mobile homes. The average family size is 3.1 and the average household has 2.6 people. Seventy nine percent are owner occupied and 17.9% are in multi-unit buildings. According to the Insurance Information Institute, 96% of owner occupied homes are insured, 43% of renters had rental insurance in Minnesota. Economic base for this population is primarily agriculture and industrial. The median household income is \$55984 (2007). The number of persons living below the poverty level is 7.7%.

Additional resources for up to date information include US Census Bureau web page, <http://factfinder.census.gov/> and each counties web pages.

B. Geography

Rice and Le Sueur Counties are approximately thirty miles south and southwest of Minneapolis and west of Goodhue County. They cover 906.5 square miles. The counties are characterized by rolling and flat land. The two counties contain sixteen lakes and three major rivers. The three rivers which are the main concern in respect to flooding are: the Minnesota River which runs north to south along west edge of LeSueur County; the Cannon River which starts in western Rice County at General Shields Lake, flows west into LeSueur County, then south, then east through Waterville, back into Rice county through Morristown, Faribault and then north through Northfield and into Scott County; and the Straight River which enters Rice County from the south and flows north to Faribault where it flows into the Cannon River. In association with the various lakes and rivers there are several dams, which in the event of their collapse, could result in major flooding. These dams are located as follows: the King Mill Dam on the Cannon River located at the west edge of Faribault; the Woolen Mills Dam on the Cannon River located at the north central area of Faribault; the Morristown Dam on the Cannon River located at the east edge of Morristown; and the Northfield Dam on the Cannon River located south edge of Northfield.

C. Climate

There are four distinct seasons in Rice and Le Sueur Counties each with its own unique

hazards and risks. In winter, low temperatures of -30 degrees or lower with wind chills of -40 or lower are possible. Snow fall in excess of 12 inches or more in a single storm is possible. Ice storms mainly in early spring can make travel impossible and can take out power lines servicing entire communities and surrounding area. Spring snow melt and heavy rain can produce major flooding. Late March through August is the main Tornado season, although tornados can and do occur during any month of the year. In this chapter almost all flood prone land is farm or commercial property. June through August is the hottest time of the year with temperatures of greater than one hundred degrees possible.

Table 1 – Average Monthly Temperatures and Precipitation

Area Covered: Rice and Le Sueur County (Temperatures in degrees Fahrenheit)

Month	Average High	Average Low	Average Precipitation
January	22	2	.81
February	28	9	.64
March	40	22	1.71
April	56	36	2.73
May	69	48	3.49
June	79	57	4.03
July	83	62	4.25
August	80	60	3.97
September	71	50	3.48
October	58	38	2.17
November	40	24	1.81
December	27	10	.86

Up to date, minute by minute crucial weather information along with animated maps and radar can be accessed on the net at the following web sites: www.noaa.gov, www.wcco.com/weather , and www.kstp.com/weather. Minnesota weather information in statistical form can be seen at <http://weather.msn.com>.

D. Transportation

There is one railroad that runs north and south through Faribault and Northfield.

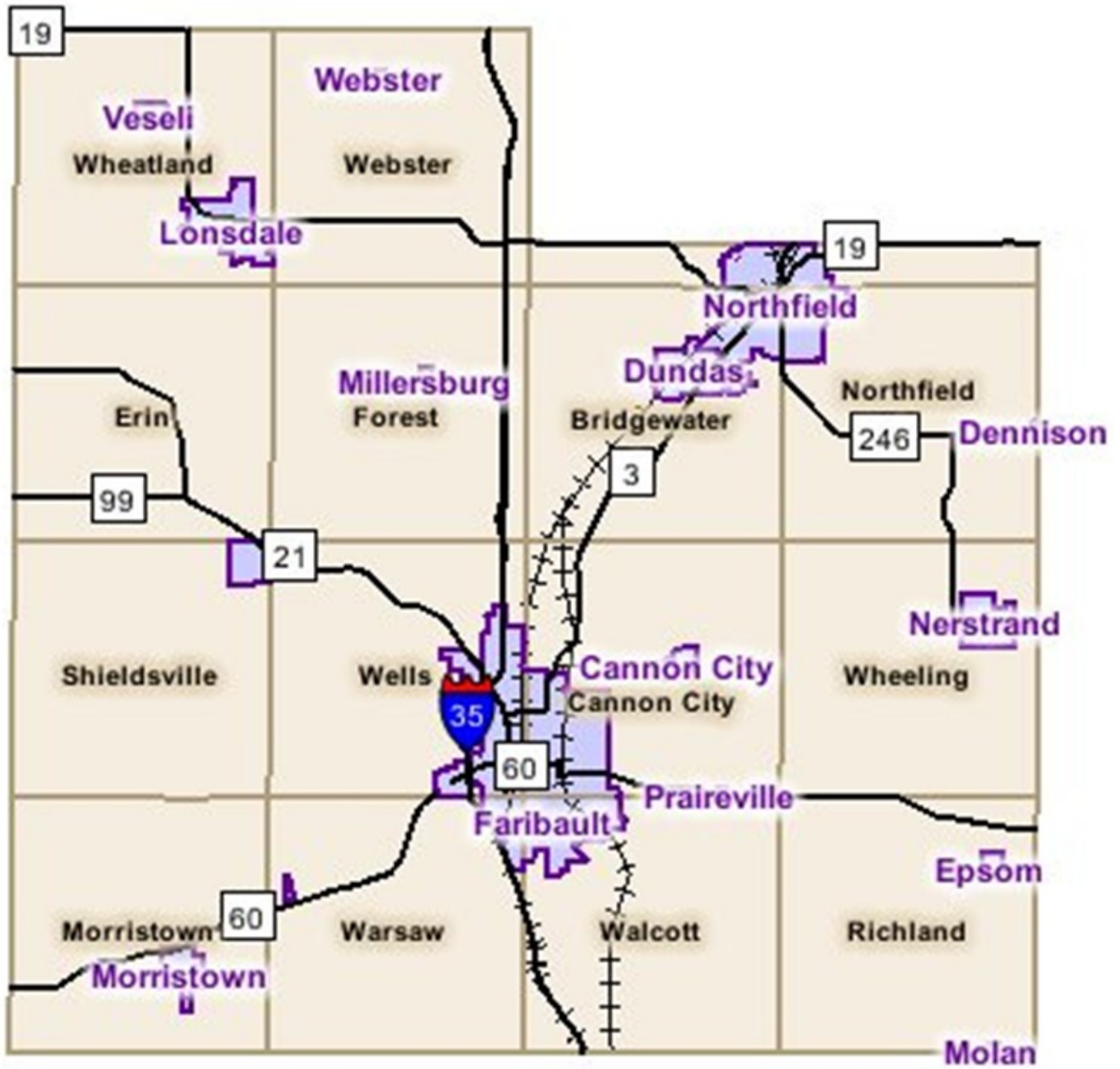
The airports within the chapter's area are small fields, not capable of handling larger private or commercial aircraft. Faribault and Le Sueur have airports capable of handling small craft. The chapter jurisdiction is not served by any commercial airlines.

The following major highways run through the Rice-LeSueur Counties Chapter service area: Highway 13, a two lane highway running north-south along eastern edge of LeSueur County through Waterville and Montgomery; Highway 19, a two lane highway running east-west along the north edge of Rice and LeSueur Counties; Interstate 35, a four lane interstate running north-south through center of Rice County passing west edge of Faribault; Highway 60, a two lane highway running east-west along southern edge of Rice and LeSueur Counties; Highway 169, a four lane highway running north-south along western edge of LeSueur County.

E. County Maps

Note: Complete maps, charts and other data herein referenced are in the map book in the chapter office.

Rice County



Le Sueur County Map



III. Hazard Risk Assessment and Impact Analysis

A. Hazard Risk Assessment Summary

This is an assessment based on both historic events and anticipated disasters. It includes the frequency and severity of past occurrences by location and by the probability of disasters occurring. The chapter's Five Year Disaster History, hazard and risk matrix information and

history of disaster events are contained in the Hazard Risk and Impact Annex.

The chapter responds to an average of nine single family incidents per year. Larger (five or more families) apartment/multi-family fires occur on average one every two to three years. An event including 50-family (or larger) has not occurred in the history of the chapter. The most frequent type of disaster event is primarily single family fires, tornados, and chemical spills. Flooding has been successfully mitigated.

B. High Risk Populations

The elderly population makes up 12.3% of the total population and is dispersed throughout the area. There is also a considerable physically challenged population in several group homes throughout the county. These units have their own emergency plans.

Table 2 - Summary of High Risk Populations (See Assumptions)

Homes are required to maintain disaster plans that involve mutual aid from other homes to assist the affected population. They may need temporary help feeding.

ASSISTED LIVING & NURSING HOMES	Number Clients
FARIBAULT	
Brookdale	14
Deaconess Tower	17
Infinia Health Care	60
Heritage House Elder Care	10
Hilltop Board & Lodging	10
Kelso Malia (In Town House)	7
Keystone Community	62
Ivy Hill Senior Care	6
Our House	10
Pleasant Manor Nursing Home	66
Pleasant View Estates	36
Rison Homes (administration office)	10
St Lucas Care Center	109
Unity House	3

ASSISTED LIVING & NURSING HOMES	Number Clients
LE CENTER	
Central Health Care Inc.	47
Country Neighbors	23
LE SUEUR	
MN Valley Nursing Home	80
Leisure Cottage	6
MORRISTOWN	
Morristown Manor	7
Plum House	9
NORTHFIELD	
Lindenwood	32
Northfield Retirement Community	236
Northfield Hospital & H.O. Facility	76
Three Links Care Center	322
WATERVILLE	
Hazen Street Home	4
Waterville Good Samaritan Center	33

C. Impact Analysis

The most prevalent hazard in Rice and Le Sueur Counties is single family fires. Severe storms and other weather events can occur in any season and at any location in the county. Weather events include tornados, thunderstorms, lightening and hail, high winds, and cold weather events such as blizzards, ice and sleet. The Chapter’s top three hazards from the Hazard Priority matrix are fires, tornadoes and chemical spills from agricultural chemicals.

See the Hazard Impact Worksheets in the Hazard and Impact Analysis Annex beginning on

pages 24-31 for more information about each type of hazard mentioned.

IV. Disaster Readiness Assessment Summary

A. Chapter Disaster Readiness Assessment (CDRA) Ratings

Based on the most recent Chapter Disaster Readiness Assessment, the chapter is capable of responding to single family disasters within its jurisdiction. This means that the chapter typically has the human and material resources needed to manage an event of this size. The chapter does not have the human and material resources needed to initiate and sustain a response for the first five days of a major disaster. For the first five days of any disaster involving more than a few families the chapter will focus on sheltering, feeding, disaster assessment, gathering and reporting financial and statistical information, public affairs, fundraising and emergency operations center coverage under the leadership of the Southeast Minnesota Chapter Region. The detailed Chapter Disaster Readiness Assessment for this chapter is maintained by the Executive Director.

The largest event the chapter has responded to without outside human and material resources within the past five years was a multiple family apartment complex fire. The chapter has trained and experienced damage assessment, caseworkers and shelter workers, but they do not have enough shelter personnel to maintain a response, but enough to start a ten family response. All DSHR groups are lacking supervisor personnel and other than damage assessment and caseworkers enough workers, many groups have none. The chapter has enough shelter supplies for 50 clients and access to enough for a minimum of another 50.

B. Resource Directory Maintained by the Chapter

The chapter has a Resources Directory which is located at the chapter and maintained by disaster volunteers. The Resource Directory is also an annex and includes the following types of information:

1. Material Resources
2. Human Resources
3. Disaster Services Human Resources membership by Group/Activity/Position
4. Shelters (please look on the web page for the National Shelter System -NSS)
5. Other Disaster Facilities Vendor list
6. Agreements with Vendors.
7. Agreements with community or government partners.
8. Shelter Agreements

Hard copies of the agreements are maintained in the Chapter Office.

C. Disaster Health Service Protocols

A copy of the approved Disaster Health Service Protocols is located at chapter headquarters and are reviewed and signed yearly by a physician. The Protocols are maintained by the Disaster Health Supervisor and the Executive Director. They are updated annually in the month of July.

V. Concept of Operations

All disasters begin at the chapter level. The Rice-Le Sueur Counties Chapter responds to about ten disasters a year. The chapter plans and prepares to support all disasters in the counties of Rice and Le Sueur. Fire departments, law enforcement and other first responders contact the Rice (507-334-4391) or Le Sueur (507-357-4440) Counties Dispatch Center. Dispatch pages the DAT on call. On behalf of the chapter, the person serving in the position of Disaster Action Team (DAT) Lead, who received the page, calls the Dispatch Center to collect the pertinent information about the disaster and will deploy appropriate chapter DAT personnel to meet the immediate needs of the victims and to assess the situation. The DAT will assess the situation, provide service and/or request additional support pending assessment and verification of the size and scope of the disaster. If the information requires a larger response, DAT will contact the Disaster chair and they will initially establish an operations center in the chapter building. The chapter will collaborate with local emergency management, other voluntary agencies and other community-based organizations in order to best serve disaster clients and emergency workers. When the demands of the disaster exceed the resources of the chapter, the chapter will request additional Red Cross resources from the Southeast Minnesota Regional Chapter (507-287-2200) and mutual aid chapters as appropriate.

A. Implementation of the Plan

1. Notification to the Chapter

County emergency dispatch pages the DAT on call. The Disaster Chair will be contacted to provide additional information or initiate a larger response. All contact information is in the Human Resource section of the Resource annex.

The Disaster Chair will contact the Regional Chapter, Southeast Minnesota, at 507-287-2200 for any disaster larger than a two family event, causes major injuries or death, involved a hazard spill, or has major media coverage.

2. Response Triggers.

The following situations will activate this plan –

1. Any disaster occurring within the jurisdiction of the chapter.
2. Major transportation disasters that occur outside of the jurisdiction, but where the families of a victim or victims reside within the jurisdiction of the chapter.
3. Any pending disaster, e.g., a severe weather watch.
4. Any disaster in another chapter that impacts this chapter's area.

3. Initial Assessment

For smaller disasters, DAT members will assess the situation in conjunction with Incident Command and through visual assessment of the disaster site. For larger disasters that result in the activation of the city or county emergency operations center (EOC), the DAT member on-scene will relay information to their supervisor concerning the size, scope and nature of the event, which may require notification of additional chapter personnel or

personnel from other chapters within the Southeast Minnesota Region. This is elaborated in the DAT Manual. For major disasters, the chapter will obtain information from Emergency Management through the Government Liaison. Government Liaison will be deployed to any EOC opened and to an Incident Command site if requested. The chapter will also deploy disaster assessment teams, if area is accessible.

B. Responsibilities

The following chapter employees and volunteers could respond to a Rice Le Sueur Counties Chapter disaster:

1. Chapter Chair - notifies the Board of a disaster, or alert from government
2. Executive Director - meets with disaster leadership personnel to plan needs and assess the chapter's available personnel.
4. The Disaster Chair initiates response, notifies the Executive Director and the Regional Chapter, coordinates resources until a trained Job Director is available.
5. Chapter Staff Activated - office personnel on stand by for response support
6. Disaster Action Team (DAT) - DAT Lead makes initial on site evaluation and begins issuing assistance as needed, and begins call-down if needed following the protocol established.

In cases where the Chapter Executive is unavailable or unable to respond or make decisions concerning the chapter's response the responsibility falls next to the Board Chair, Disaster Chair, and finally to the DAT Lead.

C. Response Coverage

1. Single Family Disaster

a. Initial Actions by the Disaster Action Team

A DAT member will be dispatched to the incident and will contact on scene incident command to obtain the scope of the disaster.

b. Individual Assistance

The DAT will provide individual immediate emergency assistance to clients utilizing the Standardized Emergency Assistance Price List and according to the official chapter DAT Manual and protocol. DAT members are financially authorized to issue assistance according to the price list up to a \$1000 limitation. Further assistance must be delivered or approved by Chapter Executive Director. Each family potentially needing assistance will be interviewed and evaluated for needs according to the DAT Manual and Client Casework standards. The chapter will provide assistance according to the "minimum amount of assistance policy" contained in program guidance materials. Most assistance will be provided using Client Assistance Cards (CACs), except Disbursement Orders (DO) will be used for lodging.

c. Ongoing Actions

Chapter staff or designee will follow-up with clients.

- 1) Providing any additional assistance with CACs and/or DOs. The chapter will use the Client Assistance System (CAS) and CACs as the standard method

of documenting, issuing and reporting Red Cross assistance. The Client Assistance System and Client Assistance Cards will be used to provide and record assistance provided to clients in all disaster types and events.

2) The lead Client Casework Supervisor (CC/S) will read the cases, contact clients to determine if all their immediate emergency needs are met. If they are not met, the CC/S will meet with the clients to give them more assistance, if it is appropriate, or give them a referral to another resource or do both. If all their needs are met, the CC/S will close the cases and send out a client survey.

2. Local Disaster

a. Initial Actions

Once the DAT determines the disaster is a multi-family event the Disaster Chair shall be notified, he or she will assess the situation and continue with the written DAT protocol. The Rice-Le Sueur Counties Chapter will initiate the critical, immediate response as needed to include, sheltering, feeding, sending a liaison to the government EOC or Incident Command site, initiating disaster assessment, and notifying the public about the response that the chapter is conducting. The Disaster Chair will notify the Regional Chapter of the event and the response within two hours. When it is anticipated that the event exceeds chapter's ability to sustain the response, the Southeast Minnesota Region will be called to assist.

b. Ongoing Actions.

- 1) If the event is large enough to require a Disaster Relief Operation (DRO) Headquarters, the determination will be made to leave it in the chapter or find an alternate site.
- 2) Urgent needs will be provided by caseworkers
- 3) The chapter will send a government liaison to the OEC, providing coverage during the hours of activation. If the chapter has no trained liaison, the Executive Director will immediately request one from the SE MN Chapter.
- 4) The Government Liaison will work with the Voluntary agencies in the EOC or individually according to agreements
- 5) The Executive Director or designee will act as relief operations director unless more experienced personnel arrives from SE MN Chapter. The ED has authority to designate sufficient funds to the operation up to \$2000. The board must authorize any additional funds needed.
- 6) The chapter will request human and material resource to fill shortfalls from mutual aid chapter first, then the Regional Chapter. A contact list is located in The Resource Annex.
- 7) The Disaster Chair has authority to request external resources as the need may arise. In transitioning from a local or major disaster event the chapter will maintain involvement in the discussion and decision making processes with the Regional Chapter, and any participating visiting leadership.

8) If the disaster is not large enough to obtain a DR number, the Executive Director will offer both chapter and visiting volunteers to receive a Staff Card for Travel and Maintenance (T&M) if they live more than fifty miles from their response worksite. Travel is reimbursed at the current national rate as found on Crossnet. If a rental car is provided, the volunteer will be reimbursed for the gas expenditures. The Chapter will provide a motel room. Meals and incidentals will be reimbursed at \$35 per day. This policy applies for the duration of the operation in Rice and Le Sueur Counties.

3. Major Disasters

a. Initial Actions

The chapter will respond as outlined in the Disaster Response Handbook, page 6, with guidance and support from the Southeast Minnesota Regional Chapter. Chapter will respond initially as outlined above and will remain involved in the operations planning and decision process. When the response is clearly larger than the chapter can sustain, additional help will be requested. Chapter personnel who can remain as a part of the response. They will brief the incoming staff before transition. If chapter staff needs to be reimbursed for meals and transportation, the guidance provided will apply.

Meals & Transportation (M&T) can be provided to local employees and volunteers while assigned and registered on a DRO in an affected chapter's jurisdiction if needed and requested. A Disaster Staff Card, in this case called a Meals & Transportation Card (MTC), is the method used to distribute approved funds for local employee and volunteer meals and transportation costs. Not every employee or local volunteer ("Worker") is eligible for MTC.

Criteria to consider before approving M&T include:

- ✓ Worker is assigned in DSHR and registered in DROMIS Staffing, including G/A/P and work location to a nationally funded DRO
- ✓ Actually working on the DRO and not continuing with "normal" chapter business that is unrelated to the DRO
- ✓ Number of days volunteering, i.e. if the worker usually volunteers 1 or 2 days per week and is now working on the DRO 5 or 6 days at a time
- ✓ The worker needs the financial support in order to support the Chapter/DRO's response
- ✓ The Chapter policy for volunteer reimbursement, i.e. does your chapter normally pay mileage or meals for local volunteers and employees?
- ✓ Local affiliated volunteer or employee is in good financial standing with the chapter
- ✓ Local spontaneous volunteers must also be assigned and registered in DROMIS Staffing and must have cleared background check

Meals and Transportation Card use:

- ✓ Workers must sign in and out daily at the worksite in order for supervisors to validate days worked
- ✓ Meals includes 1 meal per day, for example,
 - if the worker's shift is from 8:00 am to 6:00 pm, the worker would have breakfast and dinner at home and the 1 meal per day would be for lunch;
 - if the worker is at a site where ARC is providing meals, then M&T would become transportation only;
 - Meal amount is limited to \$10.00 per day
- ✓ Transportation-includes mileage or public transportation costs such as bus or train fare, tolls, parking fees
 - Mileage is from the worker's home of record to the DRO worksite and return;
 - Workers are prohibited from using POV for work; for example, if the worker is doing Disaster Assessment (IMS/DA), the mileage would be from home to worksite and then a vehicle should be provided to go into the disaster area to complete the DA
 - If a worker is driving 50 or more miles from home of record (HOR) to the worksite, (100 or more miles per day round trip) an alternative worksite closer to HOR should be arranged. If a closer worksite is not available, lodging close to the worksite should be offered and the worker would then be placed on full Maximum Daily Allowance (MDA). Mileage is limited as follows:
 - Volunteers-up to \$55.00 per day or maximum of 100 roundtrip miles at current mileage rate from Crossnet.
 - Employees will be reimbursed accordingly for travel within the employee's metropolitan area using these requirements from the Financial Manual of Policies and Procedures:
 - Travel from home→regular work site→home. This is considered commuting costs, and reimbursement is not authorized.
 - Travel from home→regular work site→a temporary location→regular work-site→home. Employees may submit travel reimbursement claims for roundtrip mileage between the regular work site and the temporary work location only.
 - Travel from home→regular work site→temporary location→home. Employees may submit mileage reimbursement claims for travel mileage that exceeds the roundtrip travel mileage between the employee's home and regular work site. .
 - Travel from home→a temporary work site→to regular work location→home. Employees may submit mileage reimbursement claims for total travel mileage that exceeds the roundtrip travel mileage between the employee's home and regular work site.
 - Travel from home→a temporary work site→home. Employees may submit mileage reimbursement claims for roundtrip travel mileage that exceeds the roundtrip travel mileage between the employee's home and the regular work site.

Process:

- ✓ Worker requests financial support to continue working on the DRO
- ✓ Complete the Application for M&T, and submits to the Local Community Volunteers Manager or SS lead at chapter.
- ✓ LCV/MN or SS lead at chapter submits to OM/DIR for concurrence or denial. The DRO Director authorized to approve an M&T application is located at the main DRO Headquarters, not work sites or affected chapters.
- ✓ If approved by DRO Director, worker completes the [Disaster Staff Card Authority Form](#)
- ✓ [M&T form](#) is attached to the DSC Authority Form and filed
- ✓ If the SS lead at chapter is processing this request, once approved by the DRO Director, send an email to the LCV/MN and include the date approved and worker's name
- ✓ DRO/SS issues and activates a Disaster Staff Card in accordance with DSC procedures
- ✓ DRO/SS requests the card load via e-mail to disasterstaffcard@usa.redcross.org
 - Card is loaded for \$150.00
- ✓ If a reload is needed, it must be requested through SS/LCV at DRO/HQ by completing and submitting the MTC Request for Additional Funds form
- ✓ If the worker does not need the full \$150.00, excess funds must remain on the card.

b. Ongoing Actions

The chapter in order to facilitate from chapter to major disaster will have these items ready:

- 1 Provide electronic or paper copy disaster plan including resources.
- 2 Determine who the accounting chapter will be for a Level 2.
- 3 Obtain additional trained staff available to run shelters.
- 4 Obtain additional staff to maintain the critical five actions.
- 5 Provide background checks for spontaneous volunteers. The guidance follows: Based on the February 2007 update to the background check program, all spontaneous volunteers, individuals aged 18 or older with no prior Red Cross affiliation, who wish to volunteer for 7 or more days on a disaster relief operation must successfully complete a Red Cross background check. This requirement exists even if days worked are not consecutive. These background check steps must be followed for all disaster relief operations whether or not a DR number is issued. Chapters are responsible for implementing the background check process on Level I and II disaster relief operations and for initiating the process on Level III, IV, and V operations. Affected chapters and Staff Services, specifically the Local Community Volunteers activity, are responsible for implementing the process on disaster relief operations.

c. Closing Actions

Once the operation has scaled down to a size determined manageable by the chapter, the chapter will assume responsibility to complete the operation. Chapter personnel that will work on this will be briefed by outgoing visiting staff. As many chapter staff as possible will be incorporated into the closing activities.

D. Reporting Procedures

1. Disaster Action Team to Chapter

The initial DAT Lead on an event reports to the Disaster Chair who in turn reports to the chapter Executive Director according to the DAT manual and protocol. An assessment of the event and its needs as initiated.

2. Chapter to Regional Chapter

The Executive Director reports Chapter disaster information to the SE MN Chapter as called upon. The SE MN Chapter forwards reports to the DOC.

3. Chapter with Local Government

Executive Director initially reports to the OEC by telephone until a chapter government liaison arrives at the OEC. The Government liaison then reports back to the Executive Director as appropriate. The ED will maintain a presence at the chapter office to be available for coordinating the events activities as needed.

4. Chapter with Other Voluntary Agencies

The chapter will coordinate with the other voluntary agencies at the EOC or individually by phone.

5. Chapter to Non-responding Chapter Employees and Volunteers

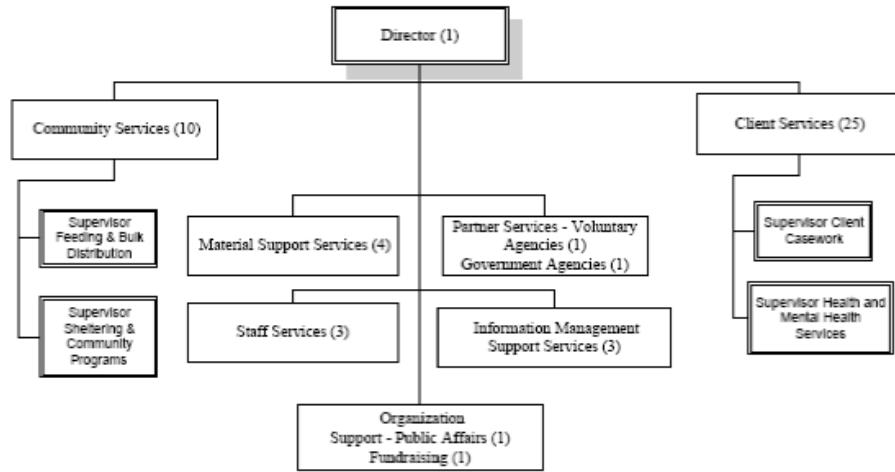
The Executive Director will assure an information flow to all chapter employees and volunteers at meetings or by the internet.

E. Continuity of Operations Plan (COOP)

The Chapter Executive Director has the authority to activate the COOP if the chapter building is damaged or destroyed or access to it is affected. Red Cross MUST service will be provided as soon as is possible.

There are appropriate measures listed in the COOP to inform employees, volunteers, and the general public of the situation. The Executive Director decides when to return to the building. The Executive Director will be responsible for assuring that an alternate disaster response headquarters is obtained. A copy of the COOP is in the chapter office and is maintained by the Executive Director.

**Sample
Chapter or Multi-Chapter Disaster
Relief Operation
Table of Organization**



VI. Authorities and References

A. Federal Legislation

The legal authority of the American Red Cross to respond to disasters is embodied in a number of federal statutes and other documents, as well as its partnering relationships with federal, state and local governments.

1. Authority to perform disaster services was formalized when Congress chartered the American Red Cross in 1905.
2. The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 reaffirmed the authority of the American Red Cross to provide disaster services.
3. Other applicable acts to which the American Red Cross as a provider of human services is committed are: *The Privacy Act of 1974*, *The Americans with Disabilities Act of 1990* and *The Aviation Disaster Family Assistance Act of 1996*.
4. *The National Response Plan*, formerly the Federal Response Plan, administered by the Department of Homeland Security delineates specific roles and responsibilities for the American Red Cross during disasters that fall within the scope of the *National Response Plan*.

B. American Red Cross

Disaster Services Program Guidance is an evolving set of handbooks and documents, formerly published as the *Disaster Services Program ARC 3000*. Because *Disaster Services Program Guidance* will be continually updated, it is important that users become comfortable accessing the guidance online.

The *Foundations of the Disaster Services Program* is the first document in *Disaster Services Program Guidance*. It offers a broad overview of the foundations of the Disaster Services Program. It is also the base document for all disaster workers. It complements the handbooks that provide more specialized guidance.

The *Disaster Response Handbook* (a guide for all disaster workers), the *Operations Management Handbook* (for relief operation leaders) and the *Group/Activity Handbooks* (organized by constituencies) complete the series.

C. Mutual Aid Agreements

The chapter does maintain mutual aid agreements with the following chapters: The Twin Cities, Southeast Minnesota, and SE MN Region of Chapters. The Executive Director is responsible for maintaining our mutual aid agreements with other chapters. They are kept in a resource book in the chapter office.

D. Local Government

Agency	Brief Description of Agreement & Commitments
Rice Co OEM	To contact us in case of an emergency and include us <i>in their planning</i>
Le Sueur Co OEM	Same as above
Rice Co Health	Involve us in their disaster planning especially with pandemic flu
Le Sueur Co Health	Involve us in their disaster planning especially with pandemic flu

Copies of all of our agreements are kept in the Resource Directory annex. The Executive Director is responsible for maintaining these relationships.

E. Voluntary Agencies

At this time there are no agreements with other Voluntary Agencies

Agency	Brief Description of Agreement & Commitments

VII. Evaluation and Maintenance

The disaster plan will be reviewed and updated on an annual basis. If significant changes occur, the plan will be reviewed and updated on a more frequent basis. The Executive Director or designee is responsible for conducting the review and update of the disaster review plan. The Disaster Officer assigned by National Headquarters for Minnesota will review the plan. The Executive Director with the Disaster Chair is responsible for ensuring a portion of the disaster plan is exercised on an annual basis.

VIII. Fundraising and Public Affairs

A. Fundraising

1. Recurrent disasters are provided for in the chapter budget. If expenditures for disasters such as single family fires exceed, or have a major impact on the chapter budget, the chapter will immediately initiate an appeal to the community for funds.

2. For non-recurrent disasters, the chapter has an approved Disaster Fund Raising Action Plan (DFRAP) dated 2006. The DFRAP spells out the trigger points of the plan, the actions that are to be taken and the people, by title, that are responsible for carrying out the actions of the plan. The disaster fund raising action plan will be activated if the following trigger points are met:

- Upon learning of a disaster in the county
- After meeting with key leadership and if the cost of the operation is expected to exceed the non-recurrent floor of the disaster budget as found in the 5 Year Expenditure History.
- Other considerations include the potential for media coverage

3. In the case of non-recurrent disasters that affect areas beyond the jurisdiction of the chapter, the chapter will engage in cooperative fundraising efforts with other impacted chapters, in coordination with the service area, as prescribed in the disaster fund raising action plan.

The Chapter Executive Director maintains the DFRAP and keeps a copy of it in the office.

B. Public Affairs

When a disaster occurs, the Executive Director will immediately inform the community by various media and publications that Red Cross disaster services are being provided to people impacted by the disaster and the general public is requested to use them. The community will also be informed that the American Red Cross is dependent upon voluntary contributions to provide such disaster services and that all Red Cross disaster assistance is free. The chapter doesn't have a Public Affairs Plan.