

**State Planning Standards Checklist for Annex C, Shelter & Mass Care**

**Jurisdiction(s):** Burnet County  
**Annex Date:** June 01, 2017 **Date of most recent change, if any:** N/A  
 (The date which appears on the signature page)

**Note:** The annex will be considered **deficient** if the italicized standards are not met.

<b>This Annex shall:</b>	<b>Section/paragraph</b>
<b>I. Authority</b>	
C-1. Identify local, state, and federal legal authorities pertinent to the shelter & mass care, in addition to those cited in the basic plan.	I
<b>II. Purpose</b>	
C-2. Include a purpose statement that describes the reason for development of the annex.	II
<b>III. Explanation of Terms</b>	
C-3. Explain and/or define terms and acronyms used in the annex.	III
<b>IV. Situation &amp; Assumptions</b>	
<i>C-4. Include a situation statement related to the subject of the annex.</i>	IV.A
<i>C-5. Include a list of assumptions used in planning for shelter and mass care services during emergency situations.</i>	IV.B
<b>V. Concept of Operations</b>	
<i>C-6. Summarize your general concept of operations for shelter and mass care operations.</i>	V.A
<i>C-7. Describe how shelters will be selected and operated.</i>	V.B
<i>C-8. Describe how mass care operations will be conducted.</i>	V.C
<i>C-9. Describe how shelter and mass care options for special needs groups and individuals.</i>	V.D
<i>C-10. Include provisions for handling pets during shelter and mass care operations</i>	V.E
<i>C-11. Include a list of actions by phases of emergency management to be taken to ensure adequate shelter and mass care support during emergency situations.</i>	V.G
<b>VI. Organization &amp; Assignment of Responsibilities</b>	
<i>C-12. Describe the emergency organization that will carry out shelter and mass care operations.</i>	VI.A
<i>C-13. Include a listing by organization and/or position of the responsibilities for shelter and mass care tasks.</i>	VI.B
<b>VII. Direction &amp; Control</b>	
<i>C-14. Identify by position the individual(s) who will provide policy guidance and general direction for shelter and mass care programs.</i>	VII.A, B
<i>C-15. Identify by position the individual (s) responsible for managing and shelter and mass care activities.</i>	VII.A.3
<b>VIII. Readiness Levels</b>	
<i>C-16. Describe shelter and mass care actions to be taken at various readiness levels.</i>	VIII

<b>IX. Administration &amp; Support</b>	
C-17. Outline policies on record keeping and reporting.	IX.A,B
C-18. Describe policies on training and exercises	IX.C
C-19. <i>Indicate how disaster welfare inquiries will be handled.</i>	IX.E
<b>X. Annex Development &amp; Maintenance</b>	
C-20. Specify, by position, the individual responsible for developing and maintaining the annex	X.A
C-21. Make reference to the schedule for review and update of annexes contained in the Basic Plan.	X.B
<b>XI. References</b>	
C-22. Identify references pertinent to the content of the annex in addition to those listed in the Basic Plan.	XI
<b>Other</b>	
C-23. <i>Include a list of local reception and care facilities.</i>	Appendix 1
C-24. <i>Include agreements and understandings with volunteer groups relating to shelter and mass care operations.</i>	Appendix 2
C-25. <i>Outline plans for reception and care of hurricane evacuees. (Required only for jurisdictions that have been identified as hurricane evacuation destinations.)</i> <ul style="list-style-type: none"> <li>• <i>Include a description of potential lodging facilities for evacuees.</i></li> <li>• <i>Include a description of how evacuees will be informed of shelter and lodging availability and locations.</i></li> </ul>	Appendix 3

FOR LOCAL GOVERNMENT USE	Signature	Date
This Checklist Completed By:	<i>Jimmy L. Barho</i>	06/01/2017

FOR DEM USE	Initials	Date
DEM District Coordinator Review		
DEM Preparedness Section Processing		