

## Emergency Support Function #6: **MASS CARE, HOUSING, AND HUMAN SERVICES**

### Lead Agency:

- N.H. Dept. of Health and Human Services (DHHS)

### Support Agencies:

- American Red Cross of NH (ARC)
- N.H. Dept. of Agriculture, Markets and Food (DAMF)
- N.H. Dept. of Education (DEd)
- N.H. Dept. of Employment Security (NHES)
- N.H. Dept. of Safety – Emergency Medical Services
- Volunteer NH
- N.H. Dept. of Transportation
- Volunteer NH Disaster Animal Response Team (NH DART)

## INTRODUCTION

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### A. PURPOSE

The purpose of Emergency Support Function #6 – Mass Care, Housing, and Human Services (ESF #6) is to provide information concerning Mass Care (human and household pet sheltering, feeding, and essential personal needs) during disasters or emergencies. Coordination of State resources to meet the basic human needs of mass care, emergency assistance, and human services to populations impacted before, during, and after an emergency situation when the needs may exceed those of local capabilities. ESF #6 includes the provision of sheltering household pets. Mass Care services are provided on a short-term basis and when a more long-term approach is required, activities will move into the Long Term Community Recovery plan.

### B. SCOPE

When ESF #6 is activated, resources will be provided through requests directly to the State Emergency Operations Center (SEOC) when activated. The Department of Health and Human Services (DHHS) is the Lead Agency for ESF #6, but it is recognized that in incidents that require state-provided sheltering and mass care activities, the American Red Cross of NH will play a significant role, as primary support agency. DHHS coordinates and leads State resources to support local governments.

## SITUATION AND PLANNING ASSUMPTIONS

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### A. SITUATION

1. Disasters or emergencies requiring activation of ESF #6 are affected by a number of factors to include evacuation displacing large numbers of individuals, families, and household pets, as well as functional needs population groups (e.g. disabled, elderly, and children) who have lost their immediate support. This can include tourists, students, and foreign visitors separated from loved ones by a sudden-impact disaster or emergency necessitating the need to be evacuated from affected areas. The loss of real and essential personal property or economic hardships caused by a disaster or emergency may also trigger the need to activate programs identified in this Appendix.

2. In most emergency or disaster situations, there may be a sudden and prolonged need of the public for protection from the effects of the emergency. Sheltering, emergency assistance, short-term housing, mass care and feeding, basic human services and household pet sheltering may be required. Dependent upon the resources immediately available and/or proactive stance of local communities, careful coordination is needed to assure needs are met for the total population affected.

**B. PLANNING ASSUMPTIONS**

1. It is increasingly probable that an incident will occur which will require activation (partial or complete) of ESF #6.
2. The number in need of shelter and mass care services is scalable depending upon the emergency.
3. Approximately 70% of all NH households own a pet. This implies during large-scale disasters, pet ownership may affect the behavior of large segments of the population at risk. Strong attachments also exist between farmers and their livestock.
4. During an emergency Volunteer NH DART will work with local municipalities and/or the American Red Cross of NH to coordinate the activation and deactivation of household pet shelters.
5. Facilities used as evacuation centers, respite centers, mass-feeding sites, and human/household pet shelters have been pre-identified by municipal, borough, or local jurisdictions, and may be supported by the American Red Cross of NH.
6. Careful planning and outreach to support agencies must be made in advance to meet any specialized requirements that are required when providing services to the general public. These may range from those who are language-challenged or require special diets to those who require personal assistance for daily activities.
7. Through public education, animal owners will know how to prepare themselves and their household pets for an emergency/disaster situation.
8. When area veterinary and animal care resources have been exhausted, assistance will be requested from the state.
9. Service animals will stay with their handlers/owners in the local municipality or American Red Cross shelter.
10. DHHS will coordinate with Volunteer NH to access support of other NGOs.
11. The American Red Cross of NH, support to ESF #6, will be to directly coordinate mass care efforts with local government.
12. The American Red Cross Safe and Well System will be utilized as the means for family/household pet reunifications and welfare information during a disaster or incident requiring evacuations and large mass care sheltering.
13. The ESF #6 representative at the State Emergency Operations Center (SEOC) will be responsible for the coordination of services, collection, reporting, and dissemination of all ESF #6 activities.
14. There may be instances when an affected area is/will be uninhabitable for short- or long-term periods.
15. Emergency situations may require the provision of short-term warming shelters, mobile feeding, etc.
16. Public on-hand food inventories separately will be inadequate and unsafe to meet the needs of the impacted populations.
17. The needs of the response community in the field will also need to be met in order to ensure response capabilities are maintained.
18. All sheltering activity, whether by the American Red Cross or independently, will be recorded and tracked (to the best of their ability) by the ESF #6 representative in the SEOC in WebEOC.

## CONCEPT OF OPERATIONS

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### A. LOCAL GOVERNMENT

1. The affected local government(s) will carry out emergency mass care of disaster victims. This may be accomplished through established local government organizations such as fire and police departments, tribal entities, health department, social services department, and voluntary organizations such as churches or the local American Red Cross. A vital element of any disaster relief effort is the assistance provided to local government(s) by voluntary organizations in the distribution of food, medicine and supplies, the provision of emergency shelter, and the restoration of community services.

### B. STATE GOVERNMENT

1. During a declared emergency, additional mass care and feeding support services may be provided to affected local government(s) by certain designated State agencies. These services may include but are not limited to:
  - a. Food stamp issuance and administration;
  - b. Emergency feeding facilities and food supplies; and,
  - c. Crisis counseling services for disaster victims.
2. When activated, the ESF #6 representative at the SEOC will be responsible for the activating resources through ESF #7 – Resource Support, ESF #11 – Agriculture, Natural, and Cultural Resources and other support agencies, coordinating their activities, and collecting, evaluating, and disseminating information on services provided and anticipated.
3. The status of committed and uncommitted resources will be continuously tracked through WebEOC during SEOC activation when ESF #6 resources are utilized. Activities taken by ESF #6 agencies in support of the ESF #6 mission will be recorded/documented in WebEOC.
4. Initial recovery efforts may commence as response activities are taking place. As recovery activities are introduced, close coordination will be required for assistance such as, but not limited to, temporary housing, loans, and grants for individuals under traditional disaster assistance programs of federal agencies. These grants will be administered by ESF #14 – Volunteer & Donations Management but ESF #6 will assist in identifying potential needs for such assistance.
5. Assisting all ESFs and other Support Agencies in effectively addressing and responding to the functional needs of their target populations within their mission areas and to make available to them resources and methods that are available to address functional and specific needs.
6. The State of New Hampshire recognizes that individuals with functional and specific needs require and utilize the assistance of family members, service animals, and/or direct support providers. Service animals shall be treated as required by law. ESF #6 is committed to ensuring that the emotional, physical, and mental health needs of these individuals are appropriately addressed and their support network remain together to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services.
7. Emergencies may intensify an individual's limitations through the loss or temporary separation of durable medical supplies and specialized equipment or due to the stress brought on by the incident.
8. The population of persons with Medical Functional Needs includes those who are not self-sufficient, or do not have or have lost adequate support from caregivers, family, or friends and need assistance with, but not limited to:
  - a. Activities of daily living such as bathing, feeding, going to the toilet, dressing, and grooming;

- b. Managing unstable, chronic, terminal, or contagious health conditions that require special observation and ongoing treatment;
  - c. Managing medications, intravenous (IV) therapy, tube feeding, and/or regular vital signs;
  - d. Medical readings;
  - e. Dialysis, oxygen, and suction administration;
  - f. Managing wounds, catheters, or ostomies; and,
  - g. Operating power-dependent equipment to sustain life.
- People with visible/hearing disabilities tend to be automatically, but sometimes mistakenly placed in this category. A more specific function-oriented determination of medical needs may need to be incorporated.
- 9. Persons with access or functional needs are those who need assistance to be able to maintain their health and independence and to be able to manage the stresses of mass sheltering, evacuation, and other types of response activities. Effectively meeting these needs can prevent secondary conditions and institutionalization for some persons, and can reduce the use of scarce, expensive, and intensive emergency medical services. Maintaining functional independence can include:
    - a. Medical stabilization – replacing essential medications (blood pressure, seizure, diabetes, psychotropic, etc.);
    - b. Functional mobility restoration – replacing lost or damaged durable medical equipment (assistive communication devices, wheelchairs, walkers, scooters, canes, crutches, etc.);
    - c. Replacing essential consumable supplies (catheters, ostomy supplies, padding, dressings, sterile gloves, etc.); and,
    - d. Assistance with orientation for those with visual limitations.
  - 10. Close collaboration and development of unique strategies will occur with ESF #8-Health and Medical and ESF #14.

### C. AMERICAN RED CROSS OF NH

- 1. The response by the American Red Cross of NH will be coordinated with local government or governing entity and the State of New Hampshire. The local American Red Cross district within the affected area will initiate mass care activities. Outside the district areas, the response will come from the ARC of NH Granite Chapter headquarters, located in Manchester, NH. To avoid duplication of services, response efforts will be coordinated through ESF #6 and the ARC liaison located at the State EOC.
  - a. **Sheltering:** Providing emergency shelter for disaster victims and their household pets, including the use of pre-identified shelter sites or support local shelter operations.
  - b. **Emergency feeding:** Feeding will be provided to disaster victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk distribution of food.
  - c. **Safe and Well:** The American Red Cross will continue to concentrate its Welfare Information efforts on publicly promoting communication from inside the disaster-affected area to outside the affected area. Helping disaster victims initiate contact with family members and loved ones enables the American Red Cross to provide welfare information to many more people outside the affected area.
  - d. **Joint Information Center:** The American Red Cross will support the local government, State, or federal Joint Information Center (JIC) to provide disaster-affected clients with information to assist in their recovery.

**D. ORGANIZATION**

1. **Organizational Chart (Command & Control):** ESF #6 shall function under the direction and control of the SEOC Operations Chief (**See *Organizational Chart in SEOP Base Plan. Chapter IV.4.b***).

2. **Operational Facilities/Sites/Components**

ESF #6 may have to participate on several emergency teams and/or co-locate at several emergency facilities simultaneously (in-state or in another state through mutual aid). The following is a list of facilities through which ESF#6 may have to function, including but in not limited to:

**Operational Facilities/Sites**

- a. **Reception and Sheltering Areas** – In coordination with other ESFs and local entities, identify and maintain routing information to/from reception areas, and shelters. Teams may be asked to report for deployment or remain on an operational readiness status. Identify routing for special equipment, or other special needs that may occur prior to, during or after an incident.
- b. **Dispatch Centers** – In coordination with other like/similar agencies, state dispatch centers may be established, or current local jurisdiction dispatch centers may be utilized, to support response efforts on behalf of the State.
- c. **Agencies' Emergency Operations Centers** – ESF #6 may receive additional missions serving in a lead or support role to other emergency support functions. Agencies may use a "central" Emergency Operations Center concept to manage the different roles and accomplish all mission assignments. In addition, some agencies may develop an "inter-agency" Emergency Operations Center that is below the "central" Emergency Operations Center or clearinghouse.
- d. **State Emergency Operations Center Mission Tasking** - The ESF #6 representative will assign request for assistance to the agency or agencies that have the most appropriate resources and expertise to accomplish the task. No agency should be tasked more than another to ensure a balance in "mission" tasking and to maximize the use of all available resources. Mission Tasks will be posted to WebEOC.
- e. **Field Operations** – ESF #6 may serve in Field Operations (i.e., the Forward State Emergency Response Team, Impact Assessment Teams: Rapid Response Team, Preliminary Damage Assessment Team, Disaster Field Office operations, Recovery Center operations, intrastate and/or interstate mutual aid assistance). Since activation of these activities usually occurs early in an event, its activation sequence should be prepared for in the first hours of an event.

**Components**

- f. **Specialized and Mutual Aid Teams** – Specialized local, federal and Mutual Aid teams can be brought in as resources if the proper channels for requesting assistance are followed. Proper declarations would be required and requests should be made on an executive level to mobilize, as appropriate. It will be up to the local Incident Commander, in consultation with the ESF #6 representative in the SEOC to make the determination when and to what extent to utilize other NGOs or associations and groups in activities. These will be coordinated through Volunteers and Donations Management.
- g. **Federal Resources** – When ESF #6 foresees or has a need for resources not otherwise available, action will be taken to secure such resources through the *National Response Framework (NRF)* or some other federal source. Normally, an action to secure a resource from a federal source would be coordinated with/through the State Coordinating Officer and/or the Federal Coordinating Officer. However, if an ESF agency has no recourse

through the Federal Emergency Management Agency (FEMA), that ESF #6 may coordinate directly with the federal agency that can provide the needed federal resource.

- h. **Contracts and Contractors** – Resources that are available through ESF #6 may, at times, best be obtained through a contractor. Agency(ies) contracts may be utilized or access to State of New Hampshire or private sector contracts may be made through coordination with ESF #7. Contractual personnel may not be used to supplant State assets/resources.
- i. **Mitigation and/or Redevelopment** – ESF #6 as an entity does not have budgetary authority or funds for mitigation or redevelopment needs that result from an emergency or disaster. Therefore, ESF #6 can only provide (as in-kind or matching) professional, technical, and administrative personnel and their use of related equipment for mitigation and redevelopment efforts that may follow an event. Such in-kind or matching resources can be used to support the review, investigation, contracting, and other professional, technical, and administrative tasks generally required for mitigation and/or redevelopment activities. Some organizations and associations (such as the ARC) may utilize their individual budgets or donations for providing some of their ESF #6 activities.

**(Special Note: Responsibilities under ESF #6 may expand and incorporate specialized activities for incidents involving radiological emergencies. Refer to *Radiological Emergency Response at Nuclear Facilities Incident Annex* for roles and responsibilities. Special roles may also be identified in other Incident-Specific Annexes.)**

### 3. Policies

- a. Actions initiated under ESF #6 are coordinated and conducted cooperatively with State and local incident management officials and with private entities, through the SEOC, if activated. Each Supporting Agency is responsible for managing its respective assets and resources after receiving direction from the ESF #6 Lead Agency.
- b. Actions taken during an emergency are guided by and coordinated with State and local emergency preparedness and response officials, U.S. Department of Homeland Security (DHS) officials, appropriate federal agencies, and existing agency internal policies and procedures.
- c. The organizations providing support for each incident coordinate with appropriate ESFs and other agencies, to ensure appropriate use of volunteers and their health and safety and to ensure appropriate measures are in place to protect the health and safety of all workers.
- d. Each Support Agency is responsible for managing its respective assets and resources after receiving direction from the Lead Agency.

## ROLES & RESPONSIBILITIES

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### A. ACTIVITIES ASSOCIATED WITH FUNCTION:

ESF #6 Lead and Support Agencies activities include:

- 1. All ESF #6 Lead and Support Agencies will provide available, trained personnel to serve as an ESF #6 representatives in the SEOC.
- 2. All ESF #6 representatives must have access to their agency's available and obtainable resources. The committed and uncommitted resources are continuously tracked during an activation of the SEOC. All ESF #6 representatives must have access to appropriate records and data that may be needed for an effective response (e.g., mutual aid compacts, facilities listings, maps, etc.).

3. Participating in the mission assignment of ESF #6 resource requests submitted to the SEOC including resources that are available through mutual-aid agreements, compacts, and/or FEMA.
4. Supporting the development of situation reports and action plans for ESF #6 during activation of the SEOC.
5. Providing Subject Matter Experts (SME's) as requested to support public notification and information and other emergency response activities.
6. Assisting in revisions/updating of ESF #6 and other appropriate and related response/mitigation plans.

## **B. AGENCY SPECIFIC**

### **1. Lead Agency: N.H. Dept. of Health and Human Services (DHHS)**

- a. ESF #6 administration, management, planning, training, preparedness, response, recovery, and mitigation/redevelopment activities. Assuring worker safety during activations.
- b. Assigning personnel to the ESF #6 duty schedule at the SEOC. During Radiological emergencies provide staffing and resources necessary to conduct impact assessments
- c. Developing operating procedures to implement the ESF #6 Emergency Preparedness, Response, Recovery, and Mitigation functions.
- d. Working with support agencies to assure maintenance and periodic updating/revision of ESF #6.
- e. Maintaining position logs and mission-tasking in WebEOC.
- f. Assuring development and implementation of plans for the protection and safety of public through coordination of preparedness, response, recovery and mitigation activities associated with agency mission. Coordinating with other Support Agencies, ESFs, and external partners to meet mission requirements.
- g. Coordinating and directing the establishment and operation of mass feeding for impacted populations, to include but not limited to: mobile feeding routes, fixed feeding sites, base camps, and comfort stations. Working with ESF #8 to assure food safety and disease surveillance.
- h. Providing resource support for the ESF #6 mission to include, but not limited to: housing and human service activities associated with quarantine and isolation procedures, as required.
- i. Determining the need and appropriateness to relax (or suspend) any related statutes, legislation, regulations, and laws from appropriate oversight agency/department or State legislature to protect the public safety and meet disaster or emergency needs.
- j. Providing technical assistance to other ESFs and internal and external partners during emergencies/incidents.
- k. Participating in HSEEP-compliant exercises/drills to test operating procedures. Providing appropriate training to meet ESF mission. Ensuring that all support agencies are included in appropriate training and exercise functions.
- l. Releasing information on individual and family preparedness and disaster planning through news releases, brochures, websites, trainings, or other means.
- m. Coordinating meetings and activations, as necessary, with appropriate agencies and partners.
- n. Providing/securing appropriate maps, floor plans, etc. pertinent to mission response activities.
- o. Developing and maintaining points of contact for Support Agencies.

### **2. Support Agencies**

- a. **American Red Cross of New Hampshire (Support) (ARC)**

- i. Assigning personnel and resources to support ESF #6 missions and responsibilities, including staffing in the SEOC.
  - ii. Assisting in identifying and assessing the requirements for food, feeding, and critical emergency needs of the impacted population.
  - iii. Providing, but not limited to, the following services:
    - 1. Mass feeding (fixed, mobile, and at base camps and comfort/warming stations). Per established agreements, supplement USDA food stocks.
    - 2. Assistance for clothing and basic essential items.
    - 3. Initial case management.
    - 4. Sheltering or temporary housing assistance, for impacted populations and household pets, until other resources are available.
    - 5. Funding for bulk supplies for temporary minor repair of owner-occupied homes to make them habitable.
    - 6. Replacing prescriptions lost in the disaster. Emergency first aid at shelters.
    - 7. Assisting in providing information about federal and other resources available for additional assistance to the impacted population.
    - 8. Provide representatives or information at Disaster Recovery Centers (DRC) to inform applicants of available American Red Cross assistance.
  - iv. Assisting with the distribution of coordinated disaster relief supplies.
  - v. Managing the ARC logistics system of procurement, warehouses, relief facilities, transportation, and communication networks.
  - vi. Working with host communities and Dept. of Education, as appropriate, to identify, survey and qualify adequate shelter facilities for projected evacuation.
  - vii. Providing for adequate staffing, maintenance, supply, and equipment support for identified shelters.
  - viii. Providing bed and meal counts (excluding snacks) as requested.
  - ix. Working with appropriate ESFs, develop and help implement long- and short-term strategies for meeting the human service, short-term housing, and mass care needs of the impacted population.
  - x. Monitoring availability and location of food pantries, food distribution sites, and meal-delivery providers for impacted populations.
  - xi. Assessing the need for and activating the Safe and Well Inquiry System.
  - xii. Anticipating regional response capabilities and make recommendations to ARC National Headquarters for support if deemed necessary.
  - xiii. Providing training to local officials and personnel in shelter management and other related disaster-relief programs and activities.
- b. **N. H. Dept. of Agriculture, Markets, and Food**
- i. Assisting with ESF #6 activities affecting evacuation and protective actions for animals, including household pets, livestock and wildlife.
- c. **N.H. Dept. of Education**
- i. Identifying school facilities that may serve as shelters, warming stations, or mass care sites.
  - ii. Assessing capability to conduct emergency services in school facilities while schools are in session.

- iii. Providing school staff and personnel to assist with ESF #6 sheltering missions.
  - iv. Identifying School Administrative Unit (SAU) food inventories available for mass feeding.
  - v. Functioning as conduit for ESF #6-related information to/from School SAUs, private, and post-secondary institutions.
- d. **Volunteer NH - New Hampshire Disaster Animal Response Team (NH DART)**
- i. Providing animal training, education, supplies, personnel, and support to local/municipal authorities.
  - ii. Once activated, NHDART will provide personnel and equipment to help manage temporary emergency household pet shelters during response and recovery periods as well as provide accurate record keeping and identification of pets for reunification with their owners.
  - iii. Coordinating with ESF #6 and ESF #12.
- e. **N.H. Dept. of Employment Security**
- i. Determining availability of benefits for impacted populations and provide, as appropriate.

**C. COORDINATION WITH OTHER EMERGENCY SUPPORT FUNCTIONS:**

All ESFs will coordinate, as appropriate, with other ESFs by providing:

1. Notifying ESF #6 partners of availability of resources, including meeting specialized needs and requirements.
2. Providing availability of subject matter experts for specialized requirements.
3. Coordinating all communications and messaging to the public through the PIO/JIC.
4. Assisting with debris removal.
5. Notifying the availability of facilities that may be used for parking, storage, collection, and staging areas.
6. Setting and maintaining of public safety/security perimeters.

**D. SEOP HAZARD-SPECIFIC INCIDENT ANNEXES WITH ESF #6 RESPONSIBILITIES:**

- Terrorism
- Radiological Incident at Nuclear Power Plant
- Hazardous Materials
- Public Health Emergency

**FEDERAL RESPONSE INTERFACE/STATE & INTERNATIONAL MUTUAL AID**

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When the need for mass care, housing and human services exceed the capability of the State, with the approval of the Governor, the ESF #6 Lead Agency will coordinate activities with the lead Federal agency for ESF #6 under the provisions of the *National Response Framework (NRF)*. State and International Mutual Aid agreements (EMAC/IEMAG, etc.) may also be activated as the situation warrants.

**ADMINISTRATION AND LOGISTICS**

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**A. POLICIES:**

1. All agency and ESF Plans provide for administrative and logistical support necessary to maintain a 24-hour, 7-day-a-week sustained operation.

2. Administrative and logistical support of operational field elements is the responsibility of each participating agency.
3. Provision is made by each participating agency to record all resources used in support of the emergency operation and provide such information to the Finance and Administration Section for consolidation and recording.
4. Participating agencies will be notified when threshold levels are reached for implementation of any federal assistance programs or requests from mutual aid compacts.

**B. NOTIFICATION AND REPORTING:**

**1. Notification**

- a. The NH State Police, a municipality, or State Agency will notify HSEM that an incident has occurred, or has the potential to occur, that threatens or impacts an area of New Hampshire. HSEM will gather information for on-going situational awareness and notify ESFs, as appropriate.
- b. HSEM personnel will make the decision to activate the SEOC and determine level of activation.
- c. If SEOC activation is determined to be necessary, the HSEM Agency Liaison will notify the ESF Lead Agency of the activation and request designated personnel to report to the SEOC or to remain on stand-by.
- d. The Lead Agency will then notify the appropriate ESF Support Agencies and determine coverage/duty roster for the ESF desk in the SEOC. WebEOC will be utilized to provide continuous situational awareness.
- e. All ESF agencies will make appropriate notifications to their appropriate regions, districts or local offices.
- f. The above notification process will be utilized for all phases of activation and activities in which the ESF will be involved.

**2. Event Reporting**

- a. Event and position logs should be maintained by each ESF agency in sufficient detail to provide historical data on activities taken during the event.
- b. Agencies are also expected to keep their Lead Agency updated upon all activities and actions.
- c. The Lead Agency will be responsible for making periodic reports to their Sections on activities taken by the ESF, in total, during the event and assure they are properly documented.
- d. All financial reporting will be done through the ESF Lead Agency on behalf of their Support Agencies. All financial management documents must comply with standard accounting procedures and applicable agency, state and federal guidelines, rules, standards, and laws.

**3. Agreements/MOUs, etc.:**

Lead and Support Agencies will maintain up-to-date agreements and Memorandums of Understanding, Letters of Agreement (MOU/LOA) with various other agencies, regions, states, or countries, as appropriate. Each agency is responsible for keeping these documents updated and with appropriate points of contact. Support Agencies should keep the Lead Agency informed of any such agreements that may impact resources or capabilities during an emergency incident. The State of New Hampshire also maintains agreements and mutual aid compacts on behalf of various organizations. These may be activated as the situation warrants.

**DEVELOPMENT, MAINTENANCE AND IMPLEMENTATION OF ESF/SEOP**

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**A. RESPONSIBILITIES**

Development, maintenance, and implementation of this ESF Appendix rest with the Lead Agency in consultation and collaboration with the Support Agencies.

**B. CORRECTIVE ACTIONS**

Following each activation, exercise, etc. in which this ESF has been activated, an After-Action Report should be conducted by the Lead Agency with the appropriate Support Agencies. A Corrective Action/Improvement Plan should be developed and incorporated into the ESF response activities when updated.

**C. UPDATING & REVISION PROCEDURES**

The primary responsibility for the development and overall maintenance of the SEOP belongs to HSEM. Assistance and input will be sought from all ESFs.

Updating and maintenance of this Appendix rests with the Lead Agency. Coordination, input, and assistance should be sought from all the agencies involved in the ESF activities. An annual review of the Appendix should be conducted with information provided to HSEM for incorporation into the next SEOP scheduled update. This does not preclude the incorporation of any changes immediately into the ESF Appendix. If information collected is of serious enough nature to require immediate revision, HSEM will produce such a revision of the SEOP ahead of schedule.

**ATTACHMENTS**

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**A. PLANS, PROCEDURES, ETC.**

- 1. State Functional Needs Guidance and Template, Version 3.0
- 2. Lead and Support Agency Plans & Procedures maintained individually

**B. LISTINGS/MAPS**

Maintained by Lead and Support Agencies

**C. MOUs/LOAs**

- 1. Agreement with ARC/DHHS maintained by DHHS
- 2. Maintained by Lead & Support Agencies or in Incident Appendices
- 3. Red Cross
- 4. DOT
- 5. Administration Support

**D. NATIONAL RESPONSE FRAMEWORK – ESF #6 MASS CARE, EMERGENCY ASSISTANCE, HOUSING AND HUMAN SERVICES**

**RECORD OF UPDATE**

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Date	Title and Agency of ESF Lead Approving Update