

# **Massachusetts Emergency Support Function 6**

## ***MASS CARE, EMERGENCY HOUSING, HUMAN SERVICES***

### **Responsible Agencies**

#### **Primary Agency**

American Red Cross

#### **Supporting State Agencies**

Massachusetts Emergency Management Agency

Massachusetts Department of Public Health

Massachusetts Department of Mental Health

Executive Office of Elder Affairs

Department of Housing and Community Development

Department of Children and Families

Massachusetts Office on Disability

Department of Transitional Assistance

Department of Agricultural Resources

Massachusetts Commission for the Deaf and Hard of Hearing

Massachusetts Commission for the Blind

Department of Veterans' Services

#### **Supporting Organizations**

Massachusetts Voluntary Organizations Active in Disaster

Salvation Army

International Fund for Animal Welfare

# 1.0. INTRODUCTION

## 1.1. Purpose

The Massachusetts Emergency Support Function 6 (MAESF-6) *Mass Care, Emergency Housing, Human Services Annex* provides guidance for coordinating state-level resources to support local and regional activities related to emergency shelter, mass feeding, emergency housing, and human services during times of emergency.

## 1.2. Scope

This annex is applicable to the agencies and departments of the Commonwealth of Massachusetts as well as affiliated response partners that may be involved in disaster response activities related to emergency sheltering, mass feeding, emergency housing, distribution of relief supplies, and human services for impacted populations.

The objectives of MAESF-6 are to coordinate and support the following activities:

- Provide state-level situational awareness, expertise and recommendations to government leadership as mass care, mass feeding, relief supply distribution, and human service decisions are contemplated and implemented.
- Provide information on the status of shelters in WebEOC and monitor the National Shelter System (NSS) database.
- Coordinate and support the establishment of a system to provide shelter registration data to appropriate authorities.
- Coordinate resources to support and sustain local and regional shelter operations in the Commonwealth including: shelter identification, staffing, operations, medical support, and mental-health support, meeting the needs of individuals with access and functional needs, and pet shelter operations.
- Coordinate resources to support the provision of human services to impacted populations, and to maximize use of these resources.
- Coordinate resources to support the provision of temporary or short-term emergency housing for impacted residents.
- Coordinate resources to support the establishment and operation of mass feeding facilities in areas affected by disasters.
- Coordinate resources to support relief efforts provided by Non-Governmental Organizations (NGOs) performing mass care, sheltering, and human services related functions.
- Coordinate establishment of a reunification database and hotline, such as “Safe and Well” supported by the American Red Cross to communicate well-being and location among friends and families affected by disaster and ensure the safety of unaccompanied minors in the event of a disaster.

### 1.3. Policies

MAESF-6 is an annex of the Massachusetts Comprehensive Emergency Management Plan (CEMP). As an incident requires, or at the direction of the MEMA Director, MAESF-6 will be activated to coordinate resources to support activities related to mass care response efforts in the Commonwealth, to include emergency shelter, mass feeding, emergency housing, and human services. MAESF-6 will operate from the State Emergency Operations Center (SEOC).

MAESF-6 representatives at the SEOC will have extensive knowledge and expertise regarding the resources and capabilities of their respective agencies and will have access to the appropriate authority for committing necessary resources to support activities under this annex.

MEMA and the SEOC Manager will provide overall direction and control of the SEOC during the incident. As the situation develops MAESF-6 agencies will work collaboratively to provide coordination and support to local jurisdictions based on their agencies unique areas of expertise, resources, and authorities, to include the following:

- MAESF-6 will coordinate mass care assistance to cities and towns through resource support to include: personnel, equipment, facilities, materials, supplies, and technical expertise.
- MEMA will coordinate with the American Red Cross (ARC) and other mass care stakeholders to maintain the Commonwealth's mass care and shelter coordination plan (a functional annex to the CEMP), which will complement this annex.
- MAESF-6 supports but does not supplant local, and federal plans or policies.
- All local and state laws pertaining to emergency shelter, mass feeding, emergency housing, and human services apply to this annex.
- Mass care and human services assets will remain in the control of their respective jurisdictions.
- Local and state resources will be used in accordance with local and state plans, procedures, and authorities.
- MAESF-6 activities will support local governments. Additional mass care resources required beyond local and state capabilities will be coordinated with the Federal Emergency Support Function 6. All federal mass care responses to an incident must be requested by and are subordinate to the state's MAESF-6 operations.
- Agencies and organizations with roles and responsibilities under MAESF-6 will designate and deploy appropriate representatives to the SEOC as needed to coordinate the functions of MAESF-6 on a 24-hour basis during activations.
- MAESF-6 will collaborate with MAESF-8 *Public Health and Medical Services* to coordinate resources to support the provision of health and mental health services at shelters as appropriate.

- MAESF-6 agencies, working with MAESF-2 *Communications* and other supporting MAESFs, will establish communications with facilities conducting mass care operations to facilitate information gathering and maintain situational awareness.
- MAESF-6 will not release confidential information to the general public. Shelter resident information will be handled in accordance with American Red Cross Disaster Welfare Inquiry procedures.

## 2.0 SITUATION AND ASSUMPTIONS

### 2.1. Situation

Natural and human-caused disasters may require the evacuation of people from an immediate threat resulting in the need for mass care, sheltering, feeding, emergency housing, distribution of relief supplies, and related mass care support operations. Local resources in impacted areas may be damaged or inaccessible. Key response personnel may be impacted populations of a disaster and local jurisdictions may be overwhelmed beyond their capacity to respond effectively. As such, local communities may need mass care resources from local mutual aid partners or the State to respond to their community's needs prior to, during and after an emergency.

### 2.2. Planning Assumptions

- An incident may cause significant population displacement when evacuation of at-risk areas is implemented as a protective measure or because of actual impacts from a disaster.
- Ten (10) percent of displaced residents may require emergency shelter, feeding, and basic sanitary facilities following a disaster.
- There may be limited access to impacted areas that require assistance because of infrastructure damage.
- Demand on local resources in anticipation of a significant threat to the safety of the public may overwhelm local and state capacity and capabilities. In addition, local resources may be damaged or unavailable in a significant emergency.
- Demand for services will vary greatly depending upon the impacts of the emergency. MAESF-6 may receive requests from a single community or multiple communities statewide.
- Mass care and sheltering is the primary responsibility of local communities, who will take reasonable steps to provide for the care and welfare of their residents in the event of an emergency.
- Cities and towns have emergency management resources, plans, and procedures to support mass care and sheltering response efforts.

- Mass care services will be locally or regionally based.
- Wherever possible, mass care services will build upon established service networks such as local Councils on Aging, Meals on Wheels services, community centers, and other social service programs serving the impacted area.
- All local or state supported shelter facilities will welcome and support all residents to include those with access and functional needs.
- Need for short-term, temporary emergency housing may outstrip local, regional, and state resources.
- Affected residents will require disaster assistance programs for unemployment, property loss, legal assistance and other associated state and federal benefit programs.
- Coordination with local governments and other MAESFs may be required to successfully meet emergency needs.
- MAESF-6 will coordinate resources and share expertise to support local mass care and sheltering efforts. Federal assistance may be requested to support state and local efforts if and when an incident exceeds local and state capabilities.

## **3.0. CONCEPT OF OPERATIONS**

### **3.1. General**

This annex will be activated at the direction of the MEMA Director or his/her designee when there is a potential for or actual disaster situation involving the need for mass care or sheltering in Massachusetts. MEMA will notify the primary agency at the time of the State Emergency Operations Center (SEOC) activation to provide for overall coordination of MAESF-6. All other agencies with responsibilities under MAESF-6 will serve as support agencies. The primary agency will provide direction to and work in conjunction with the support agencies to cohesively coordinate all state level activities associated with MAESF-6.

MAESF-6 functions are centered on three main areas:

- Mass Care - includes coordination of emergency sheltering, feeding, reunification of families (through American Red Cross Safe and Well website) and bulk distribution of emergency relief items.
- Emergency Housing - coordination of temporary and short-term emergency housing.
- Human Services - coordination of emergency food stamps, disaster unemployment, crisis counseling resources and other services.

MAESF-6 reports to the SEOC Operations Section, with an indirect report to the Planning Section. Depending on the size, scope, and complexity of the incident, the SEOC organizational chart may be expanded, to ensure proper Span of Control is maintained. To accommodate this, the ESFs may be aligned in appropriate Branches, with similar MAESF's grouped together. In this scenario, MAESF-6 will be organized under the Health and Welfare Branch, together with MAESF's 7, 8, and 11.

## **3.2. Organization**

- All personnel and activities associated with MAESF-6 will operate under the Incident Command System.
- The American Red Cross (ARC) has been designated the primary agency for MAESF-6.
- Each responsible agency/organization supporting this annex shall designate a minimum of two persons to serve as a representative for their respective agency/organization at the SEOC to support MAESF-6 activities. The designated agency/organization representative will have the capability and authority to reach back to its own agency to request resources and obtain necessary information to support the response to the incident. Liaisons shall have extensive knowledge of the resources and capabilities of their respective agencies and access to the appropriate authorities for committing resources and capabilities.

## **3.3. Notification**

MEMA will notify MAESF-6 points of contact designated by each activated agency or organization to report to the State Emergency Operations Center for coordination and implementation of mass care, sheltering, emergency housing, and human services related requests for assistance.

Upon request from MEMA, the MAESF-6 agency liaisons will report to the State Emergency Operations Center (SEOC). Each MAESF-6 agencies or organization is responsible for securing sufficient staff to support and carry out activities associated with MAESF-6 on an ongoing 24-hour operational basis.

## **3.4. Activities**

Responsible agencies for MAESF-6 should conduct the following actions:

### **a. Preparedness Actions**

- MEMA will convene regular meetings of MAESF-6 stakeholders and/or Emergency Support Function Team to review and update the MAESF-6 annex and standard operating procedures.
- Participate in state and local exercises relating to mass care and sheltering.

- Develop and maintain internal agency operational plans and procedures to support MAESF-6 activities.
- Maintain and update necessary and appropriate contacts with supporting agencies and organizations.
- Maintain a list of organizations, including volunteer organizations that have resources to support mass care, emergency housing, and human services operations during a disaster.
- Survey suitable shelter sites on an ongoing basis.
- Designate appropriate staff to support SEOC operations and ensure staff availability for support agencies.
- Ensure that MAESF-6 stakeholders notify MEMA of staff changes.
- Participate in exercises and training in order to test, validate, and provide working experience for MAESF-6 liaisons on this annex and related procedures.

## **b. Response Actions**

### **Pre-Impact**

Upon receiving notification to report to the SEOC in preparation of an incident, MAESF-6 agencies and organizations will complete the following actions commensurate with emergency priorities within the state and based on the availability of resources:

- Provide appropriate representatives to the SEOC in support of MAESF-6.
- Maintain communications with the SEOC, obtain status reports, and keep the SEOC informed on the progress of any/all assigned tasks.
- Review existing plans and procedures.
- Ensure respective agency decision-makers associated with MAESF-6 are kept informed of the situation.
- Identify emergency shelter facilities and coordinate with MAESF-11 *Agriculture, Animals and Natural Resources* to ensure human sheltering and companion animal sheltering are in close proximity to human shelters.
- Ensure staffing and supplies are adequate for identified shelter operations, including resources to support individuals with access and functional needs.
- Mobilize and pre-position resources when it is apparent that state shelter and mass care resources may be required.
- Mobilize available resources for post-impact emergency housing and plan for expected emergency housing needs.
- Work with the Planning Section and Operations Section to utilize information and data for response planning purposes.

### **Initial Response**

- If not completed, provide an appropriate representative to the SEOC for support.

- Coordinate resources in support of shelter operations in accordance with each agency's disaster plans and deploy other assigned personnel as needed.
- Develop and prioritize strategies for initial response actions to include the mobilization of resources and personnel to support mass care, sheltering, feedings, emergency housing.
- Verify inventories of available resources and services that fall under the purview of this annex to include listings of all available resource providers used by MAESF-6 agencies in disaster situations, to include private sector vendors. Provide a summary listing of these resources to the Operations and Planning Section Chiefs.
- Provide the SEOC Planning Section Chief, Logistics Section Chief, and MAESF-8 *Public Health and Medical Services*, with a listing of shelter status, occupancy levels, unmet needs, and shelter conditions a minimum of once per operational period.
- Coordinate with MAESF-8 *Public Health and Medical Services* to ensure that evacuees with complex medical needs can be supported in the appropriate setting.
- Coordinate the activities of state initiated regional shelters and monitor evacuation activities to ensure state initiated regional shelters are open as needed to serve evacuated populations.
- Establish communications with appropriate field personnel and MEMA Regional Emergency Operations Centers (REOCs) to coordinate response efforts and information flow with the SEOC.
- Maintain and update the WebEOC shelter board.
- Coordinate with the American Red Cross National Shelter System information team.
- Ensure appropriate staffing levels at the SEOC for MAESF-6 to support the mission during each operational period.
- Implement cost accounting measures for tracking deployed personnel, equipment, materials, and other costs incurred in support of MAESF-6 response actions during an incident.
- Coordinate resources to support temporary emergency sheltering, mass feeding and relief supplies, emergency housing, reunification, and human services.
- Support human services agencies' program delivery of services such as child welfare, care and reunification of unattended children, nutrition, and continuance of other support assistance.
- Coordinate with MAESF-1 *Transportation* to coordinate shelter activities in relationship with evacuation activities.
- Coordinate with MAESF-2 *Communications* to support communications for mass care facilities and sites.
- Coordinate with MAESF-3 *Public Works and Engineering* and MAESF-8 *Public Health and Medical Services* for the provision of sanitation services, waste removal, and ongoing sanitary inspections at mass care, sheltering, and feeding sites.

- Coordinate with MAESF-8 *Public Health and Medical Services* to coordinate resources to support medical and mental health services at shelters as needed.
- Coordinate with MAESF-8 *Public Health and Medical Services* for the provision of medical support, prevention of communicable diseases, and other epidemiological and environmental health activities related to sheltering and feeding of impacted populations.
- Coordinate with MAESF-12 *Energy* to determine power restoration timeline for areas with sheltering operations.
- Coordinate with MAESF-15 *Public Information and External Affairs* to provide information to the public, industry, and local government on matters relating to mass care, sheltering, mass feeding, human services, and relief supplies.
- Coordinate with MAESF-15 *Public Information and External Affairs* to provide information to shelter residents about how to access disaster assistance program information and services through Red Cross Service Centers, and Individual Assistance Programs through FEMA Disaster Recovery Centers/Tele-registration, as needed.
- Coordinate with MAESF-7 *Volunteers and Donations* concerning protocols and procedures for volunteers and donated goods to support mass care, sheltering, and emergency housing.
- Coordinate with MAESF-8 *Public Health and Medical Services* if deployment of Medical Reserve Corps volunteers may be requested by the state to support mass care operations.
- Coordinate with MAESF-13 *Public Safety and Security*, for facility security resources to support mass care activities.
- Coordinate resources with MAESF-11 *Agriculture, Animals and Natural Resources* to support animal sheltering.
- Coordinate with the SEOC Logistics Section Chief regarding state staging areas to stage resources as needed to support of shelter, mass care, and mass feeding sites.
- Coordinate with FEMA Emergency Support Function 6 when federal resources are necessary to support mass care, shelter, emergency housing and/or human services.
- Provide data and situational awareness information related to mass care, sheltering, mass feeding, human services, emergency housing, and relief supplies to the SEOC Planning and Logistics Sections as well as other MAESFs that may require accurate data for response planning.
- MAESF-6 will coordinate with the SEOC Logistics Section Chief and MAESF-7 *Volunteers and Donations* to ensure continued coordination of mass feeding.
- Coordinate resources to assist communities in identifying populations in need of food, to ensure they are served.
- Coordinate with the SEOC Logistics Section Chief to coordinate the distribution of food to mass feeding sites identified and coordinated by MAESF-6.

### **Continuing Response**

- Continue to monitor shelter occupancy levels and impacted populations needs and provide the SEOC Planning Section Chief, Logistics Section Chief, and MAESF-8 *Public Health and Medical Services*, with a daily listing of shelter status, occupancy levels, unmet needs and shelter conditions.
- Coordinate with other MAESFs represented in the SEOC to address issues related to sheltering, mass feeding, emergency housing, and human services.
- Continue to gather and provide situational awareness to the SEOC Planning Section.
- Provide mass care information to the SEOC Planning Section for the SEOC Roster for the next operational period and for ongoing Situational Awareness Statements.
- Identify available food supplies and materials from vendors and NGOs to support ongoing MAESF-6 activities.
- Coordinate additional sheltering, mass feeding, emergency housing, bulk distribution of relief supplies and human services resources.
- Continue to coordinate resources to support sanitation and waste removal response efforts from shelter and mass feeding locations.
- Ensure that the MAESF-6 desk at the SEOC is staffed on a continuous basis as determined by the SEOC Planning and Operations Section Chiefs.
- Ensure MAESF-6 staff briefings are conducted during shift changes and at designated times throughout the event.
- On an ongoing basis, assess MAESF-6 related priorities to meet the most critical needs.
- Coordinate the consolidation of shelters, staff, resources (e.g., communications and law enforcement), and supplies as sheltering needs diminish.
- Assist with supporting human services agencies' (e.g., child welfare), with care and reunification of unattended children, nutrition, and other support assistance.

### **c. Recovery Actions**

- Participate in after action meetings and/or draft recommendations for after action reports and other reports as appropriate.
- Coordinate resources to support the consolidation and/or closing of shelters, mass feeding sites, when appropriate.
- Coordinate the demobilization of MAESF-6 personnel when appropriate to do so.
- Coordinate with local governments, American Red Cross, local emergency management agencies, and applicable federal agencies to assist in determining long term sheltering and emergency housing needs, mass feeding, and human services needs for impacted populations.
- Coordinate to identify long-term housing needs of impacted populations who cannot return to their normal living arrangements because of disaster damage and impacts.

- Coordinate with support agencies to ensure financial tracking of all deployed assets and adequate cost accounting measures are being used. Generate summary reports and share with the SEOC.

#### **d. Mitigation Actions**

- Conduct assessments of MAESF-6 capabilities to identify potential resource shortfalls.
- Develop plans to mitigate identified shortfalls of resources.

## **4.0. RESPONSIBILITIES**

### **4.1. MAESF-6 Primary Agency Responsibilities**

- Regularly meet and coordinate with MAESF-6 supporting agencies, to:
  - Maintain a list of critical contacts, noting any changes to MEMA
  - Maintain a list of ESF-specific assets which could be deployed during an emergency
  - Maintain the ESF-6 Toolkit
  - Report any unmet needs to MEMA
- Staff the MAESF-6 work station at the SEOC.
- Establish a protocol for prioritizing response activities.
- Identify which support agencies may be needed to support mission requests, and take the necessary steps to ensure that support agencies are activated or placed on standby, as needed.
- Ensure that agencies assigned to MAESF-6, in coordination with MEMA, are responding to assigned requests for assistance.
- Assist the SEOC Operations Section in identifying, prioritizing and coordinating resource needs related to emergency sheltering, mass feeding, emergency housing and human services.
- Coordinate actions with appropriate partner organizations when performing missions related to emergency sheltering, mass feeding, emergency housing and human services.
- Serve as a Liaison between MEMA REOCs and support agencies that have been activated to support emergency sheltering, mass feeding, emergency housing, and human services.
- Ensure the overall coordination and provision of situational awareness by MAESF-6.
- Provide documentation, tracking and updates on requests for assistance.

- Coordinate with other MAESFs to obtain information regarding organizations that may be able to supplement local and state resources for emergency sheltering, mass feeding, human services, and emergency housing needs.
- Coordinate recovery actions with MAESF-14 *Recovery*.
- Ensure that necessary cost accounting measures are being used by all MAESF-6 agencies and that summary reports are generated as needed and shared with Finance Section Chief.
- Coordinate with volunteer groups, and organizations that may be able to supplement local emergency sheltering, mass feeding, emergency housing and human services resources.
- Coordinate demobilization of MAESF-6 when directed by MEMA.
- Assist in the impact assessment process, as necessary.
- While Primary Agencies are designated in advance, this may be subject to change during an SEOC Activation, dependent on the specific circumstances and needs of the incident, and therefore the agency most appropriate to take the primary assignment.

#### **a. American Red Cross**

- The American Red Cross is an NGO that provides mass care and shelter support during emergencies. The ARC will assist the state mass care lead agency with mass care planning and response coordination with other non-governmental organizations. ARC will also establish the Safe and Well website, a reunification tool where by people in a disaster area may let friends and family know they are OK, and how to reach them. Safe and Well may also be accessed by a toll free 800 number.

## **4.2. MAESF-6 Supporting Agency Responsibilities**

- Provide support in directing, coordinating, and integrating the overall state efforts to provide mass care assistance to the affected areas.
- Develop and maintain a roster of agency personnel that staff MAESF-6. Sufficient staffing will be available for 24 hours per day, seven days per week.
- Ensure the presence of resource materials in sufficient numbers in the MAESF-6 location to include the following items:
  - Shelter listings for each municipality with names and numbers of each shelter manager, as available.
  - Listing of all bulk food providers and contact personnel and phone numbers as acquired from SEOC Logistics.
  - Locations of all mass feeding sites and the name and contact information for managers.
  - Listing of all state and federal human services agencies active in the response.
- Coordinate activities with other MAESFs.

- Provide input to SEOC Planning Section for Situational Awareness Statements and SEOC briefings as required.
- Develop and maintain operating procedures for implementing the responsibilities assigned to MAESF-6 in the Massachusetts Comprehensive Emergency Management Plan (CEMP).
- Assist responding support agencies to develop plans for disasters and disaster exercises. This plan will be reviewed by all MAESF-6 agencies for input prior to being finalized.

#### **a. Department of Transitional Assistance**

- Coordinate emergency food stamp resources and provide general assistance to include cash assistance and SSI Special Disaster Benefits.

#### **b. Department of Children and Families**

- Coordinate as necessary resources to provide assistance to impacted populations, to include the coordination of personnel proficient in other languages to include sign language.
- Coordinate efforts to protect children in shelter environments during response and recovery. Coordinate care for minors until reunited with family members.

#### **c. Executive Office of Elder Affairs**

- Outreach and communication to impacted senior populations.
- Coordinate resources to support individual feeding activities through home delivered meals.
- Assist in the placement of impacted senior populations who cannot return to their normal living arrangements.

#### **d. Massachusetts Voluntary Organizations Active in Disaster**

- Coordinate resources to support mass care response and recovery. Resources may include, but are not limited to the following:
  - Volunteer staff
  - Child care
  - Feeding
  - Counseling
  - Disaster welfare inquiry
  - Clothing

- Financial assistance
- Warehousing and bulk distribution
- Transportation
- Damage assessment and building repair

**e. Department of Housing and Community Development**

- Coordinate resources to assist impacted populations in finding short-term and long-term housing.

**f. International Fund for Animal Welfare**

- Works with MAESF-11 *Agriculture, Animals and Natural Resources* to support animal needs in disaster situations, including animal shelters serving local and regional mass care shelters.

**g. Massachusetts Department of Public Health**

- Coordinate public health and medical support for evacuation and sheltering operations with local boards of health, health care facilities, EMS and partnering agencies.

**h. Massachusetts Department Mental Health**

- Coordinate crisis counselling services to impacted populations and emergency responders.

**i. Massachusetts Office on Disability**

- Coordinate information and resources to support individuals with access and functional needs impacted by the disaster.

**j. Massachusetts Department of Agricultural Resources (MDAR)**

- Serves as lead agency for animal sheltering and coordination.
- Coordinates veterinary resources to monitor the health of rescued animals and those in emergency shelters.

**k. Massachusetts Commission for the Deaf and Hard of Hearing (MCDHH)**

- MCDHH coordinates support of the deaf and hard of hearing community through access to ASL interpreter and CART referral services, and case management services.

## **I. Massachusetts Emergency Management Agency**

- Coordinates provision of mass care and shelter services with MAESF-6 agencies, community and regional shelter planners, and Federal Emergency Support Function 6.

## **m. Department of Veteran's Services**

- Provide information on state and federal veterans' benefits and resources to veterans and their dependents to include housing, employment and health programs.

## **n. Salvation Army**

- Provide clothing and feeding services at mass care shelters and other sites.
- Provide spiritual and emotional support.

## **4.3. Other Agencies**

Other agencies not explicitly covered in this annex may have authorities, resources, capabilities, or expertise required to support MAESF-6 activities. These agencies may be requested to support MAESF-6 activities as needed.

# **5.0. ADMINISTRATION AND LOGISTICS**

## **5.1. Staffing**

As required by Massachusetts Executive Order 144, all MAESF-6 stakeholders must designate at least two personnel to act as SEOC liaisons. These liaisons should be knowledgeable about the resources and capabilities of their respective agencies and have access to the appropriate authorities for committing said resources and capabilities.

## **5.2. Mutual Aid**

The process for requesting mutual aid from entities either within or outside of Massachusetts is described in the "Mutual Aid" section of the State CEMP Base Plan.

## **5.3. Annex Review and Maintenance**

This annex will be updated every two years at a minimum, in accordance with the Emergency Management Program Administrative Policy, and will ensure that appropriate stakeholder input is incorporated into updates. Additionally, the annex will be reviewed following any

exercise or activation of the plan that identifies potential improvements. Revisions to this annex will supersede all previous editions and will be effective immediately.

## **6.0. AUTHORITIES, RESOURCES, AND REFERENCES**

### **6.1. Authorities**

- Massachusetts Executive Order 144
- American Red Cross Legal Authorities
- Title 36, section 2 of the United States Code, January 5, 1905
- Title 36, section 1 of the United States Code, annotated, May 8, 1947
- United States Attorney General ruling, November 26, 1951
- Public Law 93-288, as amended by Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Assistance Act, November 23, 1988

### **6.2. Resources**

See Resources section of the State CEMP Base Plan.

### **6.3. References**

- Massachusetts Comprehensive Emergency Management Plan
- MEMA – ARC Memorandum of Understanding
- American Red Cross Disaster Welfare Inquiry Procedures
- SEOC ESF SOP Guidance Document
- Cape Cod Emergency Traffic Plan
- Massachusetts Evacuation Coordination Plan
- Critical Transportation Needs (CTN) Evacuation Coordination Plan
- Threat Hazard Identification and Risk Assessment (THIRA)
- Hazard Identification and Risk Assessment (HIRA)
- State Hazard Mitigation Plan
- Massachusetts Radiological Emergency Response Plan
- Massachusetts Statewide Sheltering Strategy
- State Initiated Regional Shelter (SIRS) Operational Plans
- Regional Reception Center (RRC) Operations Plans