

## **Emergency Support Function (ESF) 6 – Mass Care and Sheltering**

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### **Coordinating Departments**

Residence Life & Housing, University Center, Recreation & Wellness Center, Department of Public Safety (Emergency Preparedness)

### **Supporting Departments**

Dining and Food Services, Auxiliary Services

### **Supporting Outside Agencies**

American Red Cross, Colorado Springs Office of Emergency Management, Salvation Army

## **Section I: Function Activation**

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### **Scope**

The scope of this annex is to describe the way people will be cared for and sheltered under adverse conditions during and after an incident or emergency. This care may be for UCCS students, faculty, and staff, or may include members of the greater community seeking shelter individually or organized by organizations such as the American Red Cross (ARC).

## **Concept of Operations**

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### **A. General**

1. In a significant incident or emergency, UCCS students, faculty, and staff may be required to remain on the campus for a period of time without outside support. The most common instance when this might happen would be a significant snowstorm which makes area roads impassable.
2. Students that live in residence halls would simply not be able to leave campus, but otherwise the travel restriction would be a simple inconvenience. Others who do not reside on campus will have to be provided with such necessities as shelter, personal sanitation areas, some manner of bedding, and food and water.
3. By agreement, UCCS may serve as a shelter location for evacuees from the community. The organization requesting this location will provide personnel and equipment to support this operation; however, UCCS will need to provide help to the requesting organization in the role of a host facility.
4. In the event of an evacuation of part or all of the campus, shelters may be necessary in the community to support UCCS faculty, staff, and students displaced from the campus. UCCS has reciprocal agreements in place with Colorado Springs Christian School, Pulpit Rock Church, and Thomas Mac Laren School for use of their facilities to fulfill this requirement.

## **B. Specific**

### **1. Response**

#### **a)Residence Life & Housing**

- i. Though often at capacity, the campus residence halls may have extra rooms available on a temporary basis. Space may be available in the Lodge.
- ii. In the event of the need to shelter in the residence halls (or anywhere else on campus), Residence Life has available several hundred sets of bedding and linens for use by those in need.
- iii. It is anticipated that in an emergency campus residents will shelter in place due to the security and shelter of their rooms. However, if evacuation is needed outside assistance in the form of shelter facilities and staff will be required due to the number of students involved.
- iv. The ability to shelter in the residence halls is limited by lack of emergency power. Lighting will be limited, access card readers will be inoperative, and in the winter the building heat may not work.
- v. Residence Life has an on-duty Resident Assistant (RA) at all times to handle minor issues arising in housing. For more extenuating circumstances, administrative staff (pro staff) is available to coordinate and assist, including Residence Hall Managers that routinely live in the residence halls.

#### **b)University Center**

- i. The University Center is also available to contain persons seeking shelter. It is anticipated that this facility will be used by the campus as a short-term shelter facility of not more than a few hours due to weather or a very temporary evacuation of another area of campus.
- ii. Limited food service is available within the building at the Dining and Food Services facilities, Café 65, Roaring Fork, the Lodge, and Clyde's, if necessary.
- iii. Long-term shelter requests cannot be addressed by the campus with on-hand staff and shelter supplies. Requests to accommodate persons for a longer period of time must be coordinated in conjunction with an outside group such as the American Red Cross.

- iv. The University Center faces many of the same constraints as the residence halls concerning shelter viability in the event of a power outage.

**c) Recreation & Wellness Center**

- i. The Recreation & Wellness Center can house a large number of displaced persons in its gymnasiums and other facilities. This facility could be a short-term shelter, or it could become a long-term option given proper equipment and staffing provided by outside resources.
- ii. Food service is not available at this facility.
- iii. The Recreation & Wellness Center also does not have backup electrical power other than emergency lighting and essential functions.

**2. Recovery**

- a) The University Center, Recreation & Wellness Center, and Residence Life & Housing will primarily be concerned with restoration of facilities and services in the aftermath of an incident or emergency.
- b) If residence halls, the Recreation & Wellness Center, or the University Center are involved in sheltering persons after an emergency, planning must include sleeping/living provision for non-bedroom spaces in both areas and the coordination of food services for either (through campus resources such as Dining and Food Services or the American Red Cross or Salvation Army).

**Section II: Pre-Event Coordination and Planning Responsibilities**

**Coordinating Department**

**Residence Life & Housing, Dining and Food Services, University Center, Recreation & Wellness Center, Department of Public Safety (Emergency Preparedness)**

**A. Mitigation**

- 1. Conduct emergency preparedness training for staff and student employees, including specific information concerning sheltering activities.
- 2. Conduct preplanning for shelter locations and correct possible location shortcomings.

**B. Preparedness**

- 1. Maintain stocks of bedding and other supplies on hand.
- 2. Provide for on-call personnel, both student employees/RAs and pro staff.
- 3. Provide specific training and information regarding sheltering operations.

4. Provide assistance and coordination support in the event of an event requiring sheltering.
5. Advise campus leadership on capabilities and limitations of campus shelter locations.

### **Supporting Departments**

#### **Dining and Food Services**

- A. Coordinate with Residence Life & Housing and the University Center to provide food services to sheltered persons if required.
- B. Maintain sufficient supplies to provide limited meal service during sheltering operations.

### **Supporting Outside Agencies and Facilities**

#### **American Red Cross**

- A. Provide training to UCCS personnel in the opening and operational support of a shelter facility.
- B. Staff, equip, and operate a long-term shelter if required for non-UCCS persons or if requested by UCCS or the City of Colorado Springs.

#### **Colorado Springs Office of Emergency Management**

- A. Coordinate shelter needs with UCCS if a shelter is requested to be opened on the campus.
- B. Assist UCCS with sheltering needs for students, faculty, and staff in the event persons require shelter at an off-campus location following a campus evacuation.

#### **Salvation Army**

- A. Provide relief food services to a shelter operation upon request of the American Red Cross or City of Colorado Springs Office of Emergency Management.