



MEMORANDUM

Date: November 21, 2019

To: The Honorable Chairman and Members
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to read "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Casa Alitas Shelter Emergency Plan**

Staff has concerns regarding intrusion of the Patriot Movement AZ/AZ Patriots and unauthorized, potentially violent, actions associated with individuals desiring to do harm to occupants and volunteers at Casa Alitas.

Law enforcement officials, emergency responders and our staff have developed the attached Shelter Emergency Plan. The Plan will be implemented by Pima County and Catholic Community Services to ensure the safety of residents and volunteers.

CHH/anc

Attachment

c: Jan Leshar, Chief Deputy County Administrator
Dr. Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer,
Health and Community Services
Lisa Josker, Director, Facilities Management
Jeff Guthrie, Director, Office of Emergency Management and Homeland Security
Teresa Cavendish, Facility Administrator, Catholic Community Services

CASA ALITAS SHELTER EMERGENCY PLAN MANAGED BY CATHOLIC COMMUNITY SERVICES

Shelter Address: 2225 E. Ajo Way, Tucson Az. 85713

Jurisdictional Fire Department: Tucson Fire Station 10. (In case of fire or medical emergency, call 9-1-1)

Jurisdictional Police Department: Tucson Police Department. (In case of law emergency, call 9-1-1)

Closest Hospital: Banner University Medical Center South.

PURPOSE:

The Shelter shall have and maintain an Emergency Plan designed to manage the occurrences of emergencies that may disrupt the Shelter's ability to continue operations.

The goal of this plan is to verify that measures are in place to ensure occupants and staff within the shelter are safe in the event of an emergency and processes are in place to ensure proper notification, evacuation, and recovery.

Casa Alitas and Pima County will work together to ensure plan is up-to-date. This plan will evolve responding to lessons learned from on-going planning efforts, training activities, actual emergencies, and guidance.

ADMINISTRATION: The leadership structure of this shelter facility includes:

- Casa Alitas Facility Administrator Teresa Cavendish
- Casa Alitas Facility Coordinator Diego Lopez
- Dr. Francisco Garcia, liaison from Pima County to Casa Alitas
- Lisa Josker, Pima County Facilities Management
- Tony Cisneros, Pima County Facilities Management

The leadership team is committed to:

- Preventing, mitigating the consequences of, preparing for, responding to, maintaining continuity during, and recovering from events that may occur
- Support the development, training, implementation, and maintenance of the plan.
- Provide necessary resources to support the plan.
- Review and evaluate as needed to verify plan effectiveness.

The Shelter Emergency Plan (EP) shall be maintained electronically, a hard copy in a location accessible to all facility teammates, and readily available in an emergency

Pima County Facilities Management will work with Casa Alitas to coordinate, complete, review, and/or update, the EP as needed, in addition to a Threat Vulnerability Assessment (TVA). A needs assessment that identifies any potential hazards that may affect the operation of the shelter.

EMERGENCY RESPONSE. The plan is considered activated when an emergency condition exists,

shelter operations are affected and/or immediate action is required to save and protect lives.

The Facility Administrator will ensure lead coordinators and lead volunteers:

1. Demonstrate knowledge of this plan and emergency procedures
2. Know what to do in the case of an emergency.
 - a. Location of Fire Extinguishers
 - b. Use of Fire Extinguishers (see Appendix)
 - c. When Fire Alarm sounds.
 - d. How to evacuate shelter in an orderly fashion. (Refer to evacuation postings)
 - e. The location of the rally points outside the facility. (See Appendix).
 - f. Completing a head count.
 - g. How to complete Partial Lock Down and Full Lockdown.
 - h. Procedures if an occupant is transported to the hospital.
3. Who to call in an emergency:
 - a. 9-1-1
 - b. Emergency contact numbers for the shelter (see Shelter Communication List)
4. Demonstrate they can provide clear instructions to shelter occupants
 - a. What to do in case of an emergency.
 - b. Emergency Evacuation.
 - c. Activate Fire Alarm system

SHELTER PREPAREDNESS

- Pima County Facilities will perform regular inspection of emergency exit lights, auxiliary lights, smoke detectors, sprinkler system, and fire extinguishers.
- Casa Alitas will report damage to building or equipment damage of county maintained equipment to Pima County Facilities Management (see Shelter Communication List)
- Facility Evacuation Plan. Evacuation map showing the floor plan of the facility shall be posted in appropriate areas in the facility.
- The facility is equipped with back-up emergency generator.

EMERGENCY RESPONSE

- In the case of an emergency, staff should call 9-1-1. Upon arrival of first responders, provide them information and follow their instructions.
- In the event an emergency occurs that effects shelter operations, the Lead Staff, or designee shall assume immediate command of emergency and direct staff occupants.
- Effective Communication are essential in an emergency. Methods to be used during an emergency include hardline or cell numbers to contact 9-1-1, direct verbal moving of occupants followed by contacting Shelter Leadership. Backup communication systems may be used in the event of an emergency. Systems to be used shall include, but not limited to cellular phone/device, SMS/text messaging, email, and "Whats-App". Other platforms like radios should be considered.
- It is essential that all shelter occupants and teammates are accounted for in an emergency, especially if the shelter is evacuated due to a hazard like a fire. Shelter Leadership if possible should complete a sweep and will complete a "rollcall" to ensure all occupants and staff are accounted once at the rally point. Anyone not accounted for must be reported to first

responders on arrival.

- Teammates are reminded to charge cell phones and electronic devices, closely monitor and follow direction of first responders, and local emergency management agency and emergency service personnel, e.g. fire department, police, do not attempt to go to or enter the shelter until deemed safe.
- Roadways are narrow and there are many areas along road marked with red curbs to remain clear for emergency vehicles only.

SHELTER EVACUATION

- In the event of an emergency that requires the immediate evacuation from the building (for example a fire alarm sounding), leadership, staff and volunteers will coordinate the evacuation of shelter occupants in an orderly fashion.
- The Rally Points will be located: 1. North of the Main Entrance, through the gate and next to the Greenway Path. 2. Southeast of building in the ACES parking lot (see attachment). It is important that roadways and turnaround remain clear for use by emergency vehicles.
- A Roll-Call of occupants and staff will be taken. If possible, a copy of the Volunteer and Intake Rosters will be used to verify everyone is accounted for.

POST EVENT

- Defined as period of time following an emergency or disastrous event.
- If conditions have warranted or the shelter itself are deemed unsafe after a significant emergency event has occurred the shelter may have to remain closed.
- Teammates shall wait until conditions are "safe" before resuming any shelter activities. If unsure, consider conditions unsafe until confirmed otherwise.
- Teammates must always follow the direction of Emergency Services personnel and Pima County Facilities Management.
- Outages that could occur based on event include Power, Water, Wastewater, and Gas. Shelter leadership will contact Pima County Facilities Management to determine length of time the outage will be, restoration of outage, and determine impact to shelter operation.
- Roads could be impacted that deny travel from shelter to bus station and airport. Shelter leadership may need to extend stay of shelter occupants and prepared for continued shelter, feeding, and care.
- Facility Assessment. Will be performed by Facilities Management to determine if facility is safe to re-enter. They will ensure all utilities are in proper working order, determine if water is safe to drink or provide alternate water sources like bottled water, and ensure wastewater measures are in place or coordinate alternate options like portable bathrooms and handwashing units.

SHELTER RELOCATION. An event or emergency may warrant the need to relocate shelter occupants. Casa Alitas will work with other community partners for an appropriate course of action. Alternate shelters locally include other Casa Alitas locations, Super Inn hotel, and other shelter partners. Another consideration is IRC shelter in Phoenix.