



**BOARD OF SUPERVISORS  
AGENDA LETTER**

**Agenda Number:**

**Clerk of the Board of Supervisors**  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** County Executive Office  
(OES)  
**Department No.:** 990  
**For Agenda Of:** 01/05/2010  
**Placement:** Administrative Agenda  
**Estimated Tme:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

**TO:** Board of Supervisors

**FROM:** Michael D. Harris, Emergency Operations Chief  
Office of Emergency Services

Contact Info: Richard Abrams, Emergency Manager  
Office of Emergency Services, 560-1040

**SUBJECT:** Memorandum of Understanding between the American Red Cross-Santa Barbara Chapter and Santa Barbara County

**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors approve the updated Memorandum of Understanding (MOU) between the County of Santa Barbara and the American Red Cross-Santa Barbara County Chapter for the care and shelter of Operational Area residents during an emergency or disaster.

**Summary Text:**

The Memorandum of Understanding (MOU) has been updated to reflect the current procedural, administrative, functional roles and responsibilities of the American Red Cross and county agencies recognized during the past three years of fires impacting Santa Barbara County.

**Background:**

The original MOU (File 03-00485) between the American Red Cross and Santa Barbara County was approved May 20, 2003. During the past three years, fire and severe weather incidents have severely impacted county residents, local government agencies, and non governmental agencies such as the American Red Cross.

The MOU has been updated to reflect current operating procedures during a disaster and further refines county agency roles and responsibilities, such as the coordination of small animal shelters for pets near evacuee centers. The MOU also provides guidance for shelter coordination outside of a disaster scenario, for example, the destruction of an apartment or home due to a fire or other localized incident.

Updating the MOU has provided agencies with a clearer view of their individual, mutual aid, and systemic responsibilities in an emergency or disaster. Dialogue has been renewed between departments that will facilitate future revisions and improvements to county wide response.

**Performance Measure:**

Not applicable.

**Fiscal and Facilities Impacts:**

Budgeted: No

There is no fiscal impact with approving this MOU and continuing the relationship with the American Red Cross-Santa Barbara Chapter.

**Staffing Impacts:**

There are no staffing impacts

**Special Instructions:**

Return one copy of the executed MOU and one minute order to:

Richard Abrams, CEM, Emergency Manager

Office of Emergency Services

Administration Building, Suite 3

**Attachments:**

The revised MOU between the American Red Cross-Santa Barbara Chapter and Santa Barbara County.

**Authored by:**

Richard Abrams, Office of Emergency Services

**cc:**

Louise Kolbert, Chief Executive Officer, American Red Cross-Santa Barbara Chapter

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**COUNTY OF SANTA BARBARA**  
**and**  
**AMERICAN RED CROSS-SANTA BARBARA COUNTY CHAPTER**

**I. Purpose**

The purpose of this Memorandum of Understanding is to confirm a spirit of cooperation and coordination between The County of Santa Barbara, California (COUNTY) and the Santa Barbara County Chapter of the AMERICAN RED CROSS (AMERICAN RED CROSS or ARC) in planning, preparedness, response, and recovery efforts related to disasters and other calamities.

**II. Definition of Disaster**

A disaster is an occurrence such as a hurricane, tornado, storm, earthquake, flood, high water, wind-driven water, tidal wave, volcanic eruption, drought, blizzard, pestilence, famine, fire, explosion, building collapse, transportation accident, or other situation that causes human suffering or creates human needs that the victims cannot alleviate without assistance.

**III. Organization of the County of Santa Barbara, California**

The County of Santa Barbara is a political subdivision of the State of California. The COUNTY government is responsible for the public health of its residents (California Health and Safety Code, section 101025). The County Office of Emergency Services, under the authority of the County Executive Officer is the coordinating body for all COUNTY divisions and instrumentalities in emergency preparedness, response, and recovery. As the Operational Area under the State Disaster Response Plan, it is also the emergency services coordinating body for all political subdivisions within the boundaries of the COUNTY. The COUNTY has an Emergency Management Plan and uses the Standardized Emergency Management System (SEMS) which delineates the emergency response and preparedness responsibilities of various COUNTY offices, departments, and non governmental organizations.

COUNTY staff will participate pro-actively in preparation for disaster response and recovery in the community. During a disaster, COUNTY staff will work within established governmental guidelines, with adherence to the California Code of Regulations, Title 19, Division 2, Office of Emergency Services and California Health and Safety Code Sections 101025, 101030, 101040, and 101080.

**IV. Authority of the AMERICAN RED CROSS**

In providing disaster relief, AMERICAN RED CROSS has both a legal and a moral mandate that it has neither the authority nor the right to surrender. AMERICAN RED CROSS has both the power and the duty to act in disaster and prompt action is clearly expected and supported by the public.

AMERICAN RED CROSS authority to perform disaster services was formalized when the organization was chartered by the Congress of the United States in 1905. Among other provisions, this charter charged AMERICAN RED CROSS to continue and carry on a system of

national and international relief in time of peace and apply the same in mitigating the sufferings caused by pestilence, famine, fire, floods, and other great national calamities, and to devise and carry on measures for preventing the same.-U.S. Congress, act of January 5, 1905, as amended, 36 U.S.C.

AMERICAN RED CROSS authority to provide disaster services was reaffirmed in federal law in the 1974 Disaster Relief Act (Public Law 93-288) and in 1988 in the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

## **V. Organization of the AMERICAN RED CROSS**

The national headquarters of the AMERICAN RED CROSS is located in Washington, D.C. National Headquarters is responsible for implementing Corporate Regulations that govern Red Cross activities, for giving administrative and technical supervision and guidance to service delivery units, and for maintaining financial control of the organization.

AMERICAN RED CROSS, SANTA BARBARA COUNTY CHAPTER is the local unit of the AMERICAN RED CROSS and is responsible for developing systems to ensure disaster planning, preparedness, and relief organization composed of the best qualified paid and volunteer staff available. AMERICAN RED CROSS disaster committee studies the disaster hazards of the locality and surveys local resources for personnel, equipment, supplies, transportation, emergency communications, and facilities available for disaster relief. The AMERICAN RED CROSS disaster committee also formulates cooperative plans and procedures with local government agencies and private organizations for carrying on relief operations should a disaster occur. Through its nationwide organization, AMERICAN RED CROSS coordinates its total resources for use in large disasters.

## **VI. General Provisions**

This agreement shall become effective upon execution by authorized individuals of both organizations. Either party may terminate this agreement with thirty (30) days written notice served on the other by registered or certified mail.

## **VII. Special Provisions**

- A. CONFIDENTIALITY - COUNTY and AMERICAN RED CROSS acknowledge that the services are of a confidential nature. Staff reviewing medical records will maintain confidentiality of records to protect the privacy of those individuals to whom the records pertain. All confidentiality guidelines shall be consistent with all local, state, and federal requirements and mandates (including but not limited to 45 Code of Federal Regulations Parts 160-164 {HIPAA} and California Civil Code Sections 56-56.37 governing confidentiality and privacy rights).
- B. INDEMNIFICATION - COUNTY and AMERICAN RED CROSS agree to indemnify, defend and hold harmless each other and each other's respective officers, agents and employees from any and all claims, demands, damages, costs, expenses (including attorney's fees), judgments or liabilities arising out of this Memorandum of Understanding.

## **VIII. Severability**

If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

## **IX. Term**

The effective date of this agreement shall be DATE 2009. This agreement is automatically renewed annually, unless either party (ies) terminates the agreement in writing according to the above general provisions. The County of Santa Barbara Office of Emergency Services should coordinate a meeting every two years with all agencies and departments identified in this agreement to review, revise, and develop new plans as appropriate.

## **X. General Methods of Cooperation**

So that the resources of AMERICAN RED CROSS and the COUNTY may be coordinated and used to the fullest advantage in preparedness and rendering disaster relief, both organizations have agreed to the following:

- A. Close liaison will continue between AMERICAN RED CROSS and the COUNTY by conference, telephone, fax, and other means. Each organization will share current data regarding disaster declarations and changes in legislation.
- B. Each organization will participate, as resources allow, in joint training courses, exercises, and other cooperative efforts, such as disaster preparedness planning, as well as providing disaster relief services.
- C. AMERICAN RED CROSS will coordinate with the County Office of Emergency Services in preparedness, planning, response and recovery efforts. Consistent with SEMS, AMERICAN RED CROSS will also coordinate with the County Department of Social Services and County Public Health Department and its subdivisions and other COUNTY instrumentalities as appropriate in preparedness, planning, response and recovery efforts.
- D. AMERICAN RED CROSS will provide training, as resources allow, to any COUNTY employee, agency, department or instrumentality that has emergency response responsibilities under SEMS, particularly, but not necessarily limited to, sheltering.
- E. Consistent with its Humanitarian Mission, AMERICAN RED CROSS will provide assistance to all human beings affected by disaster to the best of its ability. This assistance will be limited to immediate, unmet, disaster caused needs including, but not necessarily limited to, shelter, food, clothing, and basic living items. AMERICAN RED CROSS assistance is not insurance and does not replace items or income lost in a disaster.
- F. The AMERICAN RED CROSS is not a licensed care provider and does not have the authority or ability to supersede governmental authority in matters pertaining to Public Health and services requiring licensure or other governmental oversight as accepted by law. As such the AMERICAN RED CROSS will cooperate with COUNTY to ensure that AMERICAN RED CROSS services are safe and do not jeopardize the health of the public.
- G. Duties of the AMERICAN RED CROSS in shelter operations
  1. AMERICAN RED CROSS will assist COUNTY in gathering shelter statistics for both ARC and non ARC managed shelters as needed.

2. AMERICAN RED CROSS will update and Manage Shelter information and keep MOU information up to date in the National Shelter System (NSS) and share info with County Agencies as needed
3. AMERICAN RED CROSS will assist Public Health Department by assigning a Shelter Manager to assist with Vulnerable Population shelters
4. AMERICAN RED CROSS will assist Public Health Department in coordinating snacks and meals for Vulnerable Population shelters
5. AMERICAN RED CROSS will work closely with Public Health and the Department of Social Services in identifying shelters that would be appropriate to use as a vulnerable population shelter as well as identifying shelters that will allow animals on their property
6. AMERICAN RED CROSS will provide training for the Public Health Department, Medical Response Corp, Alcohol Drug and Mental Health Services, and Department of Social Services as requested. This training may include: Red Cross Overview, Shelter Operations, Shelter Simulations, Disaster Health Services and Mental Health Services, Psychological First Aid, Aviation Disaster Response, First Aid, CPR, Client Casework, Emergency Operation Center training or any other training identified that would be of assistance.
7. AMERICAN RED CROSS will coordinate with Department of Social Services in offering support to non-Red Cross shelters and will capture shelter statistical information as needed.

## **XI. Activities to be carried out by COUNTY**

### **A. OFFICE OF EMERGENCY SERVICES**

1. Provide overall operations and policy guidance to all agencies, including AMERICAN RED CROSS.
2. Maintain the County Emergency Operations Center (EOC) in a state of operational readiness.
3. Serve as the coordination point for all disaster response, including shelter and transportation, county-wide.
4. Assist COUNTY departments with development of facility emergency plans.
5. Provide ongoing training for department emergency coordinators.
6. Facilitate funding activities with Federal Emergency Management Agency (FEMA).
7. Provide for and coordinate with responding governmental and non-governmental agencies in the Emergency Operations Center during an emergency or disaster.

### **B. PUBLIC HEALTH DEPARTMENT (PHD)**

1. Participate in joint training of COUNTY and AMERICAN RED CROSS staff on a periodic basis to ensure disaster response readiness.
2. Collaborate with AMERICAN RED CROSS to perform pre-disaster response planning and capacity building preparedness projects.
3. Provide epidemiological consultation, investigation, treatment and/or referral and education, if appropriate and follow-up for communicable diseases.
4. PHD will liaise with AMERICAN RED CROSS at regular intervals to determine additional staffing needs.
5. Assist in assessing and providing adequate skilled nursing personnel to shelters.
6. Environmental Health staff will assist with the review of site food handling and sanitation procedures.
7. PHD Vulnerable Populations Response:

- a. Train COUNTY staff about Emergency and Disaster Plan for Vulnerable Populations.
  - b. If special needs shelters are required, then PHD will work with DSS and AMERICAN RED CROSS in the EOC to identify shelter locations and resources that meet the needs of vulnerable populations.
  - c. The AMERICAN RED CROSS agrees to assist in SHELTER MANAGEMENT for vulnerable populations.
8. ANIMAL SERVICES and the AMERICAN RED CROSS will coordinate preplan shelter facilities that may accommodate both evacuees and animals.
  - a. Coordinate with the AMERICAN RED CROSS and the facility in an MOU or use agreement that will specify whether animals may be co-located at the site, and that;
  - b. COUNTY shall be responsible for damages caused by animals during shelter operations.

#### C. EMERGENCY MEDICAL SERVICES AGENCY (EMSA)

1. Plans for extended medical care needs.
2. Assesses resource requirements and requests resources from the Medical Health Operational Area Coordinator (MHOAC) in the Emergency Operations Center (See Emergency Operations Center EOC Disaster Medical Operations Group in Public Health Disaster Plan).
3. EMS Agency/PHD implements Vulnerable Populations Response:
4. Through the EOC, facilitates planning, transportation and shelter to assist individuals with health problems and conditions that require more than the usual care provided in an AMERICAN RED CROSS shelter setting (Exhibit A) in a disaster.
5. PHD will provide medical staff to address the vulnerable population medical care needs during shelter operations and;
6. COUNTY shall be responsible for expenses associated with the vulnerable population medical care needs during shelter operations.

#### D. DEPARTMENT OF SOCIAL SERVICES (DSS)

1. Coordinates all shelter and mass care facilities and services with OES, AMERICAN RED CROSS, PHD, and other cooperating agencies.
2. Requests additional resources through the Emergency Operations Center (EOC) Logistics Section or established ordering procedures, as needed.
3. Coordinates with OES and AMERICAN RED CROSS to train and prepare DSS staff to assume agency responsibilities in an emergency or disaster.
4. AMERICAN RED CROSS will provide logistics for both non ARC managed and ARC managed shelters, and will assist and coordinate with the DSS for statistical information for non AMERICAN RED CROSS managed shelter facilities.
5. Ensure presence of DSS representative(s) at the Emergency Operations Center (EOC).
6. DSS will provide use agreements for non ARC managed shelter facilities in coordination with the AMERICAN RED CROSS.
7. DSS Vulnerable Needs Populations Response (Exhibit A):
  - a. If special needs shelters are required, then DSS will work with PHD and AMERICAN RED CROSS in the EOC to identify shelter locations that meet the needs of vulnerable populations.
  - b. Assist with vulnerable population needs at shelter sites as they return to their previous living arrangements.

E. DEPARTMENT OF ALCOHOL, DRUG, AND MENTAL HEALTH SERVICES (ADMHS)

1. Coordinates services with AMERICAN RED CROSS and COUNTY Departments as well as community agencies to provide mental health services (including crisis intervention) that will support the needs of the disaster victims.
2. ADMHS will coordinate with the AMERICAN RED CROSS to ensure mental health services are provided during shelter operations and service deliver sites.
3. ADMHS will provide staff to vulnerable population shelters in coordination with PHD:
4. ADMHS will provide staff as needed to assist the public in re-entry areas.

F. SANTA BARBARA COUNTY SHERIFF (SHERIFF)

1. The SHERIFF shall coordinate with the AMERICAN RED CROSS and DSS during evacuations to ensure that appropriate facilities are identified based on evacuation routes and potentially impacted areas.
2. The SHERIFF DEPARTMENT shall notify the AMERICAN RED CROSS, DEPARTMENT OF SOCIAL SERVICES, PUBLIC HEALTH DEPARTMENT, and the EMERGENCY MEDICAL SERVICES AGENECY, when an evacuation is ordered.



Memorandum of Understanding between the County of Santa Barbara and the American Red Cross-Santa Barbara County Chapter

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding to be effective on the date executed by COUNTY.

MICHAEL F. BROWN  
CLERK OF THE BOARD

By: \_\_\_\_\_  
Deputy

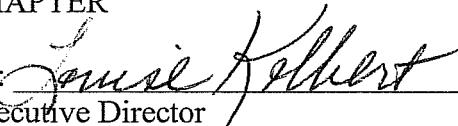
Date: \_\_\_\_\_

APPROVED AS TO FORM:  
DENNIS MARSHALL  
COUNTY COUNSEL

By:  \_\_\_\_\_  
Deputy County Counsel

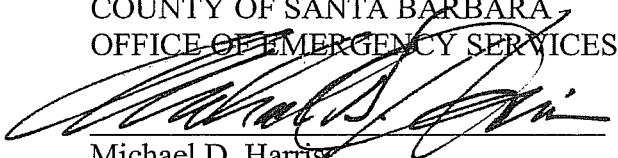
Date: 12/15/09

AMERICAN RED CROSS  
SANTA BARBARA COUNTY  
CHAPTER

By:  \_\_\_\_\_  
Executive Director

Date: 11-20-09

COUNTY OF SANTA BARBARA  
OFFICE OF EMERGENCY SERVICES

  
Michael D. Harris  
OFFICE OF EMERGENCY SERVICES

Date: 15 Dec 2009

COUNTY OF SANTA BARBARA

By: \_\_\_\_\_  
Chair, Board of Supervisors

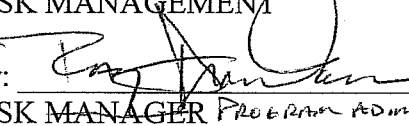
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APPROVED AS TO FORM:  
ROBERT W GEIS, CPA  
AUDITOR-CONTROLLER

By:  \_\_\_\_\_  
Deputy

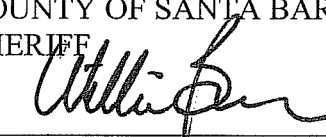
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APPROVED AS TO FORM:  
COUNTY OF SANTA BARBARA  
RISK MANAGEMENT

By:  \_\_\_\_\_  
RISK MANAGER PROGRAM ADMINISTRATOR

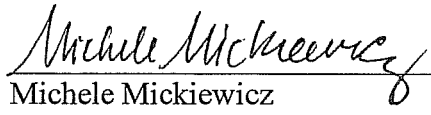
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COUNTY OF SANTA BARBARA  
SHERIFF

  
William Brown  
SHERIFF


Date: 11-25-09

COUNTY OF SANTA BARBARA  
PUBLIC HEALTH DEPARTMENT

  
Michele Mickiewicz  
DIRECTOR

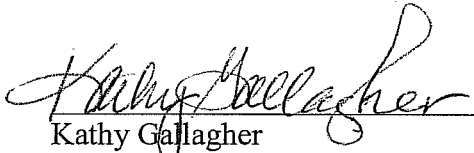
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COUNTY OF SANTA BARBARA  
PUBLIC HEALTH DEPARTMENT -  
EMERGENCY MEDICAL SERVICES  
AGENCY

  
Nancy Lapolla  
DIRECTOR

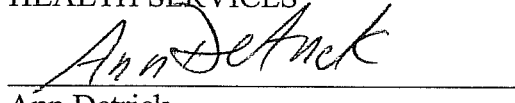
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COUNTY OF SANTA BARBARA  
DEPARTMENT OF SOCIAL SERVICES

  
Kathy Gallagher  
DIRECTOR

Date: 12/8/09

COUNTY OF SANTA BARBARA  
ALCOHOL, DRUG, AND MENTAL  
HEALTH SERVICES

  
Ann Detrick  
DIRECTOR

Date: 11/30/09

## Exhibit A

### EMERGENCY EVACUATION DESTINATION CATEGORIES FOR VULNERABLE POPULATIONS

For the purpose of discussing the possible special needs of shelter residents, the following three categories have been defined and designated by the State of California, Shelter Medical Group.  
The definitions are adopted for purposes of this Statement of Understanding.

Level of Care	Shelter Type	Transport Type
<p style="text-align: center;"><b>Level I</b></p> <p><i><b>Description:</b> Patients are usually transferred from in-patient medical treatment facilities and require a level of care only available in hospital or extended care facility (ECF).</i></p> <p><i><b>Examples:</b></i></p> <ul style="list-style-type: none"> <li>• Bedridden, totally dependent, difficult swallowing</li> <li>• Requires dialysis</li> <li>• Ventilator-dependent</li> <li>• Requires electrical equipment to sustain life</li> <li>• Critical medications requiring daily or every other day lab monitoring</li> <li>• Requires continuous IV therapy</li> <li>• Terminally ill</li> </ul>	<p><b>Like Facility Hospital / ECF</b></p>	<p><b>Advanced Life Support</b></p>
<p style="text-align: center;"><b>Level II</b></p> <p><i><b>Description:</b> Patients have no acute medical conditions but require medical monitoring, treatment or personal care beyond what is available in public shelters.</i></p> <p><i><b>Examples:</b></i></p> <ul style="list-style-type: none"> <li>• Bedridden, stable, able to swallow</li> <li>• Wheelchair-bound requiring complete assistance</li> <li>• Insulin-dependent diabetic unable to monitor own blood sugar or to self-inject</li> <li>• Requires assistance with tube feedings</li> <li>• Draining wounds requiring frequent sterile dressing changes</li> <li>• Oxygen dependent, requires respiratory therapy or assistance with O2</li> <li>• Incontinent, requires regular catheterization or bowel care</li> </ul>	<p><b>Medical Needs Shelter</b></p>	<p><b>Basic Life Support</b></p> <p><b>Wheelchair Van</b></p> <p><b>Car / Van / Bus</b></p>
<p style="text-align: center;"><b>Level III</b></p> <p><i><b>Description:</b> Patients are able to meet own needs or has reliable caretakers to assist with personal and / or medical care.</i></p> <p><i><b>Examples:</b></i></p> <ul style="list-style-type: none"> <li>• Independent, self-ambulating or with walker</li> <li>• Wheelchair dependent has own caretaker if needed</li> <li>• Medically stable requiring minimal monitoring (i.e., blood pressure monitoring)</li> <li>• O2 dependent, has own supplies</li> <li>• Medical conditions controlled by self-administered medications</li> <li>• Is able to manage for 72 hrs. without treatment or replacement of medications / supplies / special equipment</li> </ul>	<p><b>American Red Cross / Public Shelter</b></p>	<p><b>Car / Van / Bus</b></p>

#### **AMERICAN RED CROSS responsibilities for Levels I & II**

The AMERICAN RED CROSS will provide cots, blankets, comfort kits, and food as available. AMERICAN RED CROSS will attempt to meet special dietary needs and will work with COUNTY and local hospitals within the mass care function to meet these needs.

