Emergency Sheltering Support Plan

This document serves as a guide for counties on to mobilize, operate, and demobilize emergency shelters.

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County
Emergency Sheltering Support Plan

Approval and Implementation

This plan will be effective upon submission by the _____ County Emergency Management Agency's Director and approval by the President of the County Board of Supervisors.

This plan will be executed upon order of the President of the County Board of Supervisors, or his authorized representative.

This document replaces and supersedes all previous versions of the _____ County's sheltering plans.

_____   _____
                                              Date
Director
                Emergency Management Agency

_____   _____
                                              Date
President
                County Board of Supervisors

This document is intended to assist county-level stakeholders in developing county-specific plans for opening, managing, and closing shelters during catastrophic and potentially catastrophic incidents. Whenever possible, this plan is written to allow for a collaborative sheltering effort between _____ County and other local, state, federal, and non-governmental stakeholders.

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Record of Changes

As changes are made to this plan, the following procedures should be followed:

1.   County EMA will issue all changes to holders of the plan through electronic media, email, or hard copy.

2. Upon receiving written notification regarding changes to this plan, individuals issued a hard copy should insert new pages and remove and destroy old pages. Minor changes may be made on existing pages by pen and ink.

3. When any change is made, enter the log below accordingly.

Date	Page and Section	Brief Description	Initials

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County
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1. INTRODUCTION.

2. PURPOSE, SCOPE, PLANNING ASSUMPTIONS, SITUATION.

    a. Purpose. The purpose of this sheltering support plan is to define the framework to support

County with shelter operations during a response to a major or catastrophic incident. Sheltering will be initiated in accordance with Emergency Support Function (ESF) #6 of the County Comprehensive Emergency Management Plan (CEMP). ESF #6 deals with the provision of mass care, emergency assistance and human services support for victims of natural, man-made and technological emergencies and disasters. Sheltering is the immediate housing option following a disaster to ensure a safe and sanitary environment.

    b. Scope. This plan describes the coordination steps and implementation procedures necessary to meet the shelter support requirements within County in order to support your county and respond to the needs of the population affected by an incident.

This plan also:

    (1) Describes the response capacity and strategy of the County shelter task force (STF) designed to meet the shelter support needs of affected jurisdictions.

    (2) Provides procedures for managing the resources available to the county.

    (3) Promotes a spirit of cooperation and mutual support among organizations providing and supporting the sheltering response.

The State of Mississippi only has one Medical Shelter, which is located in Stone County. In order to access the State Medical Shelter, initial contact must be made with ESF #6 to mission assign ESF #8 to the medical shelter. Maximum capacity at the State Medical Shelter should not exceed 50 residents and county should have independent transportation plans for transporting the medically fragile. If the State Medical Shelter is at capacity, it is incumbent upon the county to take responsibility for sheltering the medically fragile. Medical sheltering is the responsibility of ESF #8. ESF #6 supports as appropriate, if requested by ESF #8.

c. Planning Assumptions.

(1) Public sheltering is a local government responsibility in collaboration with community partners; responsibilities include designating, planning, resourcing, operating and closing of public shelters.

(2) School shelters may not be available. In this case, an alternative shelter site should be identified for the general population.

(3) Due to the COVID pandemic, non-congregate shelters will have to be utilized in order to decrease the spread of COVID-19.

(4) Participating organizations will develop internal procedures and train personnel to perform the duties and responsibilities described in this plan. Internal procedures and trained personnel will be paramount to the success of the assistance process.

(5) Most people who will require sheltering will not arrive at the shelter with a 72-hour supply of essential life-sustaining items. Many may not have essential medication, prescriptions and other items they need to maintain health, safety and independence.

(6) People may arrive at a shelter with their household pets and the household pets will need sheltering and appropriate care.

(7) Regardless of instructions from public officials those impacted by catastrophic incident will act in their own perceived best interest. They will either: a) stay in their own home; b) seek public shelter; c) leave the impacted area; or d) stay with friends or family within the impacted area.

(8) Infrastructure problems, transportation, debris, and external factors may impede delivery of sheltering supplies and may require staging.

(9) In non-catastrophic events, there are adequate resource pipelines, commodities, and trained staff to execute this plan in a timely manner.

(10) Staff and volunteers are impacted by an incident either directly or indirectly resulting in unavailability or delayed response to help. Depending on the duration of the sheltering support programs, this may also be true in providing adequate staff for long- term/ sustained activations.

(11) Prior to an incident,   County Emergency Management will coordinate with volunteer organizations to define the sheltering support plan in their jurisdictions.

(12) In catastrophic incidents, support to high impacted areas will be extremely limited and/or take an abnormal amount of time to become established.

   d. Situation.

A major incident has occurred which requires sheltering support to individuals affected by the incident.

This event has occurred within   County. These incidents will be either notice or no-notice events that will have cascading or compounding impacts that affect sheltering support operations.

There are three (3) main reasons in which shelters will be opened:

    (a) Mandatory evacuations

    (b) Widespread power outages

    (c) Extended displacement from residence

<div align="right">See Appendix F.</div>

3. CONCEPT OF OPERATIONS.

   a. General. All emergencies and incidents begin locally, and initial response actions will be conducted by   County. The
is the primary organization that delivers sheltering support in an incident within
County. A concerted effort is made to incorporate other ad hoc organizations providing assistance into the shelter support plan.

      County will coordinate directly with the shelter providers and other community partners within   County to provide sheltering, no later than 72 hours before impact. This will ensure proper time to mobilize resources. If the decision is delayed, or if there is a short notice storm, 48 hours is the absolute latest that an operation can be mobilized. However, some counties may be able to mobilize support within as little as 24-hour notice.

All organizations should retain operational control of their assets and resources. The coordination for the   County sheltering support plan is conducted at the County emergency operations center with the relevant agency liaisons.

During a catastrophic incident, response operations, to include sheltering, will be incident dependent. The sheltering phase is a local government responsibility and participation of local emergency management in this process is critical to successful shelter transition. Involvement of local agencies can have a positive impact on helping shelters to open, operate, and close.

    b. Local Government and Other Key Sheltering Roles. The partnership requires that the local authorities and the American Red Cross (ARC) work cooperatively during the preparedness phase to clarify roles and responsibilities and time frames for response (as outlined below). Local authorities may also work in cooperation with other volunteer disaster assistance organizations to provide disaster relief. Volunteers will acquire ARC certifications and be available on short notice to open and operate an ARC sanctioned shelter. ARC sanction is imperative in opening a shelter due to liability and other issues.

    (1) The County will:

        (a) Designate Shelter Coordinator(s).

        (b) Develop a Memorandum of Understanding with the ARC.

        (c) Identify county designated shelter facilities.

        (d) Train staff to operate disaster shelters.

        (e) Provide care and shelter services.

    (2) The ARC will:

        (a) Provide care and shelter services.

        (b) Provide no-cost shelter training

(c) Meet regularly with county representatives to engage in cooperative care and shelter planning.

(3) Salvation Army:

(a) Food and hydration services (including mobile kitchen units)

(b) Clothing distribution

(c) Assistance in home clean up (for seniors and people with disabilities)

(d) Mental health counseling

(4) Local businesses:

(a) Businesses often donate goods and services to assist the community in its recovery from a disaster.   County may establish pre-disaster agreements with local businesses to expedite the purchase or use of equipment and supplies required for shelter operations.

(5) Other Sheltering Support Organizations

(a) Community and Faith-based organizations (including Community Emergency Response Teams [CERTs]

(b) Trade associations (Real estate, restaurant, grocer, etc.)

(c) Long-Term Recovery Committee, if applicable

   c. Shelter Management Staff Operations. A critical component to operating a disaster shelter is the Shelter Management staff. The staff is responsible for inspecting the facility for safety; establishing communication with   County Emergency Operations Center (EOC); registering shelter occupants; and identifying individuals who need Functional Needs Support Services (FNSS). The Shelter Management staff is also responsible for supplying shelter occupants with food and drinks; providing a sleeping area with blankets and personal hygiene supplies; providing first aid and health care services; and providing mental health counseling. Below is a Shelter Management Organizational chart. It is the Shelter Manager's responsibility to assign available staff to fill various shelter management positions as needed. (Not all of these positions need to be filled for every emergency shelter activation).

Operations	Planning	Logistics*	Finance & Admin*
Includes these functions: • Registration • Food Services • Residence Hall • First Aid/Medical* • Mental Health* • Security & Safety*	**The Shelter Manager may assume these functions:** • Maintains liaison w/ EOC • Obtains information as needed • Anticipates shelter needs and develops action plans to meet needs	**Obtains the resources for shelter operations:** • Personnel • Food & Water • Supplies & Equipment* • Communication* • Services for Shelter Residents*	**Manages the following:** • Maintains financial records and documentation of claims, costs and time • Processes Purchase orders*

*Coordination with EOC

Table 1: Example of Shelter Management Organizational Chart

County will maintain a roster of employees and volunteers who are trained as shelter workers and will periodically update their contact information. (See Appendix E) The shelter team should consist of persons who can deal sensitively with a diverse shelter population based on the demographics of   County.

d. Operational Phases.
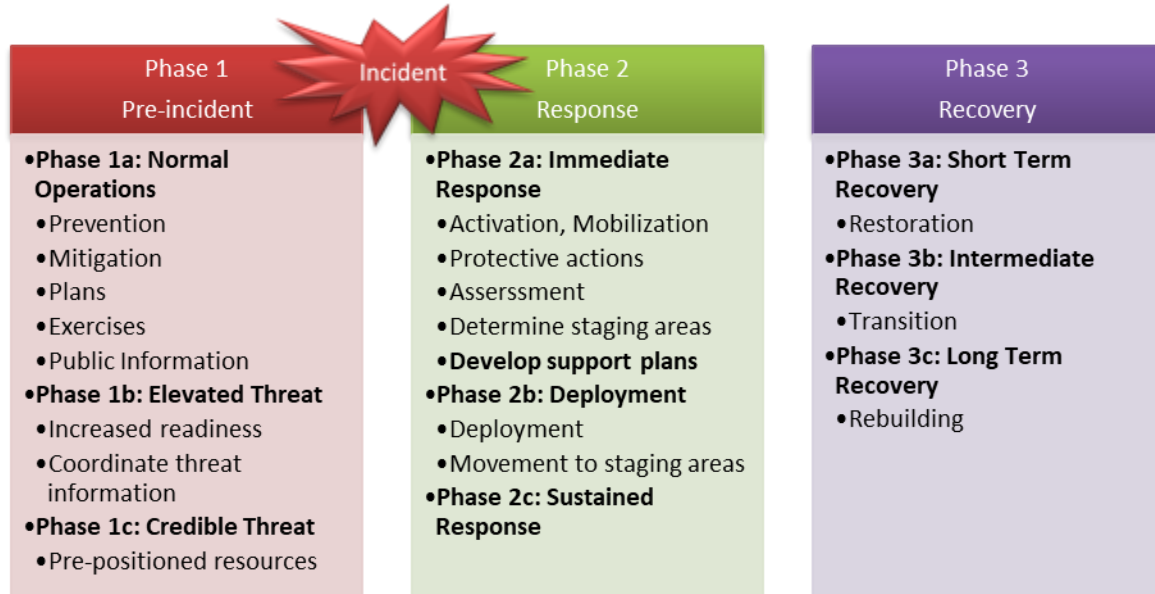
Graphic: Example of Operational Phases

Phases are used to group similar activities and aid understanding. The phases of a notice event include actions prior to the incident that increase readiness and available resources in preparation

for the event. No-notice events will not include phases 1b and 1c. The sheltering phases are imbedded in the three Operational Phases.

(1) Phase 1c- 2a: **Credible Threat, Immediate Response**

Sheltering Phase: Evacuation

A safe, accessible and environmentally protected congregate facility utilized for durations typically not to exceed 72 hours by populations displaced by an incident or event. This phase is typically handled through local NGOs with available local resources.

(2) Phase 2b- 2c: **Deployment, Sustained Response**

Sheltering Phase: Short Term
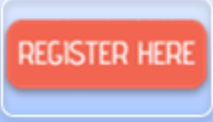
A safe, accessible and environmentally protected congregate facility utilized for durations typically not to exceed two (2) weeks by populations displaced by an incident or event. Facilities usually used include schools, churches, fire halls, community buildings, etc. This phase is generally supported with state resources and capabilities. Note: In catastrophic situations it is important to plan to be self-sustaining for up to two weeks. It can take that long for outside support to get to the affected area.

(3) Phase 3: **Recovery**

Sheltering Phase: Long Term

A safe, accessible and environmentally protected congregate facility utilized for durations typically longer than 2 weeks by populations displaced by an incident or event. Facilities usually used include dormitories, vacant facilities that has rooms available, soft-sided structures, etc. This sheltering phase often requires Federal support and/or seeking alternative providers to manage and/or support facilities.

   e.   Shelter Procedures. Successful shelter operations rely on the coordinated performance of seven separate functions:

Shelter Management
- Provide oversight, administrative support and supervison for all functions in the shelter.
- Ensure residents' needs are being met.

Registration
- Ensure that all sheter residents are greeted and registered upon arrival.
- Maintain a system for checking residents in and out when they leave for a period of time.

Feeding
- Superivise food preparation and service in the shelter.
- Ensure that supplies need for food service are available.

Dormitory (living space) Management
- Set up sleeping areas

Staffing
- Recruit, place and support staff assigned to shelter.
- Provide opportunities to shelter residents to serve as volunteers in the shelter.
- Maintain records of all persons who assist in shelter operations.

Logicstics
- Ensure the safety, security and sanitation of the shelter.

Health Services and Mental Health Services
- Provide equal access to quality health services'
- Ensure that public health standards are met. (ADA compliance)

Graphic: Shelter Operations Functions

County will identify the need for shelter operations based on the decision of the Incident Commander to begin evacuations and/or the magnitude of the event. A large disaster will require activation of the County EOC and information regarding emergency shelter activation will be communicated from the EOC. In the event of a disaster requiring the evacuation of citizens from their residences or places of business, the EOC will identify the extent of the shelter needs (i.e., estimated number of persons to be sheltered and those who need Functional Needs Support Services, such as the elderly or persons who may need medical supervision/care). The EOC Manager will select the appropriate shelter location based on the need and the location of the hazard, assuring that it is in a safe area.

County utilizes the following facilities as shelters:

Procedures when the American Red Cross IS available to open and staff shelter:

(1) Local Government Responsibility – Shelter is the responsibility of the local government and this responsibility cannot be delegated. As such,   County will provide a County staff person to coordinate and assist Red Cross during shelter activation. This County staff person will also ensure that individuals seeking shelter fill out the County Shelter Registration Form as well as the Red Cross Shelter Registration form.

(2) Assist and Provide – the local jurisdiction will assist Red Cross as needed to ensure that adequate food supplies, equipment, staff and services are available to launch and sustain shelter operations. This shall include providing a   County Sheriff's deputy for security, as well as coordinating needs and requests with the County EOC Logistics section.

(3) Costs – The Red Cross will pay costs that the Red Cross independently incurs.

(4) American Red Cross should be notified **72 hours** prior to opening of a shelter.

Procedures when the Red Cross is NOT available to open and staff shelter:

(1) Activate the   County Shelter Task Force – County will activate their employees and volunteers who are trained to open and run a shelter.

(2) Deploy –   County will deploy staff and support personnel, along with startup supplies, to open and run the shelter.

(3) Additional Personnel –   County will request additional shelter staff as needed from their trained pool of employees and volunteers or will request additional staff from the neighboring counties through Mutual Aid Agreements.

Prior to Opening the Shelter:

Upon notification of a catastrophic event, the   County emergency management agency will make contact with   and the STF (XXXX County Department of Human Services and American Red Cross).

(1) Complete inspection of the facility

(2)

(3) Check for existing supplies

(a)

(3) Determine animal services' needs

(a)

(4) Designate shelter positions

(a)

(5) Set up a waiting area if needed

(a)

<u>Once the shelter site activation is confirmed:</u>

(1) Inform the public

(a)

(2) Provide signage

(a)

f. **Opening Procedures.** The   County Shelter opening checklist should include the following (Please add county-specific procedures):

(1) Register shelter residents

(a)

(2) Provide First Aid

(a)

(3) Provide snacks and meals

(4) Establish daily routines

(5) Shelter layout recommendations

    (b) Shelters must comply with Americans with Disabilities Act, 1990

(6) Donations and Volunteers

(7) Transportation

    (a) Identify   County

(8) Safety / Security

    (a) Identify   County safety/security organizations including law enforcement]

Considerations for Opening Shelters		
Action	**Description**	**Responsibility (Example)**
Coordination	Determine which facilities are available and which ones will be best to open	County Emergency Management, lead and supporting sheltering agencies
Inspection	Complete pre-occupancy survey with facility owner	Lead sheltering agency
Location	Ensure shelters are located in safe, secure areas outside of potential risk areas	County Emergency Management lead and supporting sheltering agencies.

Verification	Verify the facility is appropriate for sheltering target populations	County Emergency Management lead and supporting sheltering agencies.
Accommodation	Ensure that facility meets all ADA requirements and there is a plan in place to meet shortfalls	Lead/supporting sheltering agencies and facility owner
Equipment	Ensure there are sufficient material and human resources for expected populations	Lead/supporting sheltering agencies and facility owner
Availability	Confirm the availability of agencies to complete assigned roles for this specific shelter assignment	Lead/supporting sheltering agencies and facility owner

Table 2: Sheltering Considerations (Pre-Incident and Initial Response)

During incident response and recovery,   County,   , and all supporting agencies will continue to discuss the following considerations.

General Considerations		
Situation	**Description**	**Source of Information**
Status of Sheltering	Shelter population is either increasing, remaining stable or declining	WebEOC reports, shelter providers and emergency management
Infrastructure status	Are the utilities restored and access completed to businesses and homes? Are the roads accessible?	Emergency Management, utility companies, transportation agency
Dwellings	Do a majority of the homes have operational cooking capabilities	Preliminary Damage Assessment reports, American Red Cross and Emergency Management

g. Closing Procedures. Upon notification of the de-escalation of an incident, the   County emergency management agency will work with [add lead sheltering agency] and the STF County Department of Human Services and American Red Cross) to determine a shelter closing date. Determine how to meet the needs of the remaining shelter residents. Is there a plan for combining multiple shelters to minimize the number of open shelters? Are there other housing

options available? Determine the facility's availability. Determine the requirements under the sheltering agreement. Determine the availability of resources.]

(1)   County

Considerations for Closing Shelters		
Action	Description	Responsibility (Example)
Case Management	Ensure that all remaining shelter residents have met with case management to establish a housing plan	Lead/supporting sheltering agencies
Accountability	Ensure that all equipment, materials and supplies are accounted for and returned to a ready state for future deployment	Lead/supporting sheltering agencies and shelter management
Additional supplies	Ensure that all additional supplies and materials are inventoried and properly stowed.	Lead/supporting sheltering agencies and shelter management
Inspection	Conduct a final inspection and ensure that all buildings and grounds are checked, and that trash has been removed and properly discarded.	Lead/supporting sheltering agencies and shelter management
Walk-Thru	Schedule a time and date with facility owner for a final walk-thru and release facilities	Lead/supporting sheltering agencies and shelter management
Equipment pick-up	Arrange for equipment and trailers to be picked up (i.e. forklifts, dumpsters, portable showers, etc.)	Lead/supporting sheltering agencies and shelter management
Repairs (if needed)	Make arrangements to repair any damaged areas of the shelter facility and/or equipment	Lead/supporting sheltering agencies and shelter management

Table 4: Sheltering Considerations (Closing and Demobilization)

h. Reunification.

i. Demobilization Triggers.

4. INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION.

The   County Comprehensive Emergency Management Plan (CEMP) establishes the daily operational schedule of briefings, meetings and conference calls to ensure a coordinated approach by the agencies in meeting the human and material needs of the incident. In order to obtain and provide relevant and valuable information on a daily basis, the sheltering task force, if activated, will communicate a core set of information to the ESF #6 Coordinator. The ESF #6 Coordinator or designee will detail the type of information they require and frequency of reporting; they will also share relevant information with the sheltering providers to maintain accurate and up-to-date situational awareness.

[See   County Comprehensive Emergency Management Plan for coordinated messaging regarding sheltering.]

5. ADMINISTRATION AND FINANCE.

See   County's   for approved procurement procedures. Event costs shouldbe clearly documented and linked to missions and tasks.

6. PLAN DEVELOPMENT AND MAINTENANCE, TRAINING AND EXERCISE.

Plan Development and Maintenance. The   County lead sheltering agency] will be responsible for collaboration with supporting agencies and the   County Emergency Management to update and review this Shelter Support Plan on an annual basis.

The   County Emergency Management Agency will coordinate training with the State, as well as   and supporting agencies. See Appendix B for a sample Record of Training form and See Appendix C for a sample Record of Exercises form.

7. AUTHORITIES AND REFERENCES.

a. Homeland Security Presidential Policy Directive (HSPPD-5)

b. Robert T. Stafford Incident Relief and Emergency Assistance Act (Stafford Act)

c. Post Katrina Emergency Management Reform Act, 2006

d. Department of Justice, American with Disabilities Act, 1990 as amended

e. Architectural Barriers Act (ABA) of 1968 Communications Act of 1934 as amended

f. Fair Housing Act of 1968 as amended

g. Rehabilitation Act of 1973 as amended

h. Civil Rights Act

i. State and Local authorities

j.   County Comprehensive Emergency Management Plan

k.   County ESF #6

l. Comprehensive Planning Guide (CPG-101)

APPENDICES:

Appendix 1: Sheltering Task Force (STF) Guidance
Appendix 2: Record of Shelter Training
Appendix 3: Record of Exercises
Appendix 4: Shelter Staff Sign In/Out Form
Appendix 5: Sheltering Staff POC List
Appendix 6: COVID Operational Decision Making/Shelter Facility Opening Checklist

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County
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Appendix 1 (Sheltering Task Force Guidance)

It is recommended that the county develops a Sheltering Task Force to help develop, maintain and identify key roles and responsibilities. The guidance in this section is baseline information and the basis for development of Sheltering Task Force guidance that may include:

1. Description of the Role of the STF;

2. Membership of the STF;

3. Table of Organization for the STF;

4. Brief Job Descriptions for key roles (this could be done in a chart)

5. Triggers for constituting an STF;

6. Mobilization and De-mobilization procedures;

7. STF Preparedness and Operational Activities;

8. Describe how the STF will interact and coordinate with other established task forces and the Mass Care Coordinator.

Purpose

Establishment of a Task Force

Potential Shelter Task Force Members

Sheltering Task Force Roles and Responsibilities

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County
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Appendix 2 (Record of Shelter Training)

Course:			Date:
Name	**Agency**	**Position**	**Contact information**

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County
Emergency Sheltering Support Plan
Appendix 3 (Record of Exercises)

Exercise			Date:
Name	**Agency**	**Position**	**Contact information**

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County
Emergency Sheltering Support Plan
Appendix 4 (Shelter Staff Sign In/Out Form)

County Shelter Staff Sign In/Out Form				
DATE		LOCATION OF SHELTER		
TIME IN	TIME OUT	NAME	SHELTER POSITION	EMERGENCY CONTACT #

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County
Emergency Sheltering Support Plan
Appendix 5 (Shelter Staff POC List)

Local EMA Director	Contact Name: Contact Phone Number: Address:
Shelter Manager	Contact Name: Contact Phone Number: Address:
American Red Cross Local Chapter	Contact Name: Contact Phone Number: Address:
Sheriff's Department	Contact Name: Contact Phone Number: Address:
Health Department	Contact Name: Contact Phone Number: Address:
State Disability Integration Advisor	Contact Name: Contact Phone Number: Address:
Salvation Army	Contact Name: Contact Phone Number: Address:
Long Term Recovery Committee Leader	Contact Name: Contact Phone Number: Address:

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County
Emergency Sheltering Support Plan
Appendix 6 (Pandemic Operational Decision Making/Shelter Facility Opening Checklist)

Purpose. This document guides leadership and Mass Care workers in determining appropriate facilities to provide emergency sheltering to those in need during COVID-19 and provides a checklist for the opening process.

Initial Actions.

Determine if sheltering is needed and what the essential elements of information are.
Align operational strategy with public health and emergency management. Determine with public health and emergency management how to ensure physically separate operating areas of screening, dormitory, and isolation at each site. Confirm appropriate resources are available to operate. Confirm when security, sanitation, and other core services will be available.
Determine if sheltering can be provided in a non-congregate setting.
If sheltering must be provided in a congregate setting, determine appropriate site(s).

Opening Emergency Shelters: Decision-Making Questions / Next Steps

- Is there a suitable hotel available immediately to support the expected population?
- If available, notify hotel.
- Complete facility agreement if necessary and implement mass care process for hotel support.
- Deploy Sheltering team.
- Arrange with government partners to transport clients if necessary.
- Work with hotel to ensure availability of:
  - Janitorial staff;
  - Garbage collection;
  - Room cleaning frequency (minimum 2-3 times per week, ideally once per day);
  - Inter-room or inter-site communications;
  - Hallway or common area monitoring capability;
  - Access control and security staff – engage contract security staff if necessary;
  - Additional rooms or space for Red Cross services.
- Issue appropriate documentation and room allocation to clients after screening.

- Determine separate food delivery access point to shelter and feeding plan.
- Notify Red Cross leadership, public health, law enforcement, and Emergency Management Agency/Emergency Operations Center (EMA/EOC).

If no suitable hotel available, is there a suitable campsite or dormitory available immediately to support the expected population?

- Determine if dormitory/camp facility with sufficient space for social distancing of expected clients is available.
- If available, notify dormitory or campsite owner.
- Complete facility agreement and implement mass care process for dormitory support, including personal protective equipment (PPE) and cleaning supplies.
- Deploy shelter team.
- Arrange to transport clients if necessary.
- Issue appropriate documentation and dormitory allocation to clients after screening.
- Notify national headquarters, Department of Public Health (DPH), law enforcement, and Emergency Management Agency/Emergency Operations Center.

If congregate shelter is the only available option:

- Select an available and suitable congregate shelter with separate areas for
  - Isolation care area,
  - Dormitory/living space, and
  - Screening;
- Notify facility ownership;
- Complete facility agreement;
- Implement logistics and mass care process for shelter support, including personal protective equipment and cleaning supplies;
- Deploy shelter team;
- Arrange to transport clients if necessary;
- Notify public health, law enforcement, and Emergency Management Agency/Emergency Operations Center (EMA/EOC).

Differences: Post-Impact Shelters and Large Evacuation Sites

Post-impact congregate shelters with 50 or fewer clients are preferred and have greater consistency in operational requirements because of the specifications share commonalities. Large evacuation sites require significantly more management, oversight, and resourcing for successful operations

*and should only be established when multiple <50 client shelters cannot feasibly be opened and
operated.*

< 50 Person Shelters	Large Evacuation Site

• Option to consider when non-congregate shelter options (e.g., motel rooms) are unavailable;
• Safer to congregate fewer people – can add additional sites as needed;
• Likely available closer to incident location;
• Intended for fewer than 14 days following tornado/flood/apartment fire:
  o Not for DAT/multi-family fire who follow DAT guidance.
• Smaller facility (gymnasium + classrooms);
• Requires less planning, coordination, staffing and material resources.
	• Maximum population determined by public health
	• Requires significant planning and support from all agencies;
	• Intended for fewer than 7 days for hurricane/earthquake/wildfire evacuation;
	• Must transfer to < 50-person shelter within 7 days;
	• Ideally minimum size of 50,000 sq. ft. based on 350 clients in general dormitory:
	  o 11,500 sq. ft. available for all non-dormitory services (isolation, registration, feeding, etc.).

Opening Checklist

The process for opening a congregate shelter during COVID-19 is similar to the traditional
process, but with special additions marked in *red italics.*

Need Determination and Agreement

- Event occurs and determination is made that congregate sheltering is only option to meet needs of displaced population.
-
- Obtain Red Cross leadership concurrence.

Facility Acquisition and Inspection

- Complete Facility Use Agreement.
-
- Conduct opening inspection with facility representative.

Shelter Setup

- o
- •
- •
- • Set up Welcome/Registration Desk ("access choke point").
  - o

  - o
  - o Establish food distribution and storage areas.
  - o Establish Red Cross office/area.
  - o Establish secure (locked) storage room/area.
  - o Establish Disaster Health Services (DHS) or nurse room/private area.
  - o Ensure method for shelter residents and workers to regularly wash and/or sanitize
hands.
  - o Attach refuse bag at end of each cot for clients to have individual waste receptacles.
- • Conduct staff meeting and job inductions.
- •
- •
- •
- • Arrange food delivery and other sheltering supplies.
- • Post signage.
- • Open shelter.
- • Advise Emergency Operations Center, public health, local law-enforcement, and disaster
relief operation (DRO) that shelter is open.

Begin Registration

- •

- •

- •

- •

- •

Ongoing Operations

- •

- • Provide cell phone charging station.
- •
- •

-

- Maintain and keep up-to-date shelter and manager logs,   and sign-in sheets.

-

- Maintain client counts, meal counts, supply inventory, and use counts.

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ATTACHMENTS:

- **Shelter layout**
- **Sheltering Checklist(s)**
- **List of County Trained Shelter Personnel**

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