

## **ANNEX E**

### **EMERGENCY SHELTERS**

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## ANNEX E

### EMERGENCY SHELTERS

#### I. PURPOSE

To establish procedures for providing shelter protection and emergency lodging and feeding of evacuees displaced persons as a result of emergency conditions or disaster situations.

#### II. SITUATIONS AND ASSUMPTIONS

##### A. Situations

1. It is the responsibility of municipal governments to protect their citizens by providing shelter in response to emergencies.
2. Each municipality shall identify potential congregate care facilities and reception centers. Shelters shall offer suitable protection from most hazards (weather, hazardous materials, etc) excluding radiological fallout.
3. Frye Island must develop an agreement with the Red Cross for the selection and management of shelters
4. The municipal government must be prepared to provide shelter service when the Red Cross is unable to meet shelter needs.
5. There are two types of sheltering situations, those that require protective facilities to protect people from a hazard (storm, fallout) and those that only have lodging and feeding requirements.

##### B. Assumptions

1. Small scale localized incidents may require evacuation and lodging of a small population, whereas a major disaster would require lodging and feeding a large masses.
2. FEMA references indicate that in localized incidents, as much as 50% of the population may spontaneously evacuate and seek shelter with friends or family. They will still require instructions on evacuation routes and local shelters.
3. In some situations, time might not allow for activation of public shelters, or there may be inadequate shelter spaces available. In such cases, the public would have to be instructed about in-place sheltering techniques.

### III. CONCEPT OF OPERATIONS

#### A. General

In the event that an evacuation of an area is necessary, advance provisions should have been made for the sheltering and feeding of evacuees. In addition a skeleton fallout shelter system should exist to support civil defense efforts in time of war. The Portland Red Cross Office, (524 Forest Ave., Portland, ME 04101) is a key source for background and material to facilitate shelter emergency planning and operations. Phone (207) 874-1192

#### B. Phases of Emergency Management

##### Mitigation

- County Emergency Management will:
  1. Inform citizens of the availability and locations of Shelters through a strong, ongoing public information program.
  2. Establish an emergency public information system for announcements about shelter locations.
  
- Frye Island Emergency Management will:
  1. Identify reception areas.
  2. Identify shelter and feeding facilities.
  3. Identify trained shelter managers.
  4. Maintain current resource lists-identify agencies, personnel resources and physical resources.
  5. Draft arrangements for facilities to guarantee access and availability of staff during emergencies.
  6. Maintain a list of buildings, which could be upgraded to protective shelters.

##### Preparedness

##### Frye Island Emergency Management will:

- Review shelter lists, identify short and long term facilities and identify lodging and feeding resources.
- Identify locations on the mainland area to serve as reception areas, draft agreement with owners.
- Prepare operating procedures for shelters.
- Coordinate training of shelter managers.
- Obtain necessary materials for implementation of shelter manager training programs.
- Coordinate emergency public information system with the media.
- Outline a procedure for stocking shelters in an increased readiness phase.
- Coordinate with the Red Cross to assure that they are involved with shelter selection and management responsibilities.
- Determine shelter requirements for registration, food, water, medical and health care and sanitation.

- Assemble shelter management materials and stockpile supplies.
- Review shelter protection and upgrading needs.

**Response**

Frye Island Emergency Management will:

- Select shelters, assign managers and distribute Shelter Managers Handbooks.
- Open and staff shelters and reception areas that the Red Cross is unable to establish.
- Activate Emergency Public Information System (See Annex C, Emergency Public Information.)
- Mark or otherwise visually identify shelters, post directional signs to rest rooms etc.
- Maintain records of financial expenditures.
- Coordinate the distribution of shelter materials and supplies.

**Recovery**

Frye Island Emergency Management will:

- Deactivate unnecessary shelters and have evacuees return to home when it is deemed safe by municipal officials.
- Clean, repair, restore shelters to original condition, return borrowed equipment and replace used supplies.
- Complete Shelter expense reports and submits them for payment to the Red Cross for Red Cross operated shelters operated by the municipality.
- Prepare a report of all activities.

**C. Continuity of Government**

1. Designation of responsibilities and lines of succession in a shelter should follow recommendations in the Red Cross “Guide for Shelter Managers” as extracted from Red Cross Manual ARC 3041. (See Attachment this Appendix.)
2. The municipal EOC’s will be the primary operational sites for coordinating local sheltering efforts.
3. Each reception center or shelter will be considered an independent operational site and should have a reasonably structured management organization.

**IV. DIRECTION AND CONTROL**

**A. General**

1. The Frye Island Emergency Director is responsible to the Town Selectmen.
2. The Emergency Director is responsible for coordinating the planning by other agencies and departments.
3. The Emergency Manager appoints the Shelter Coordinator to oversee shelter operations and provide support in planning.

4. Under most circumstances, the Shelter Coordinator will work out of the EOC. However, in severe emergencies an off Island Command Post may be warranted.
5. Shelter Managers will be responsible for the operation of their individual shelters. The ARC “Guide for Shelter Managers” should be used as a reference for shelter organization.

**B. Coordination**

1. The County EMA will coordinate with the Red Cross and Local Emergency Managers for sheltering responses.
2. The Local Emergency Directors will coordinate with municipal officials, school systems, other facility owners and the Red Cross.
3. Communications with most shelters will be limited. Law Enforcement and Fire Department mobile /portable radios may assist in establishing emergency contact.

**C. Reports**

The Shelter Manager should keep the following records:

- Personnel records, a list of the shelter population
- Expense Records
- Tools and Equipment borrowed or loaned.

**D. Personal Comfort**

1. Due to shortages of available blankets, citizens requiring overnight shelter should be pre-warned and advised to bring their own blankets and or sleeping bags with them to the shelter.
2. Until shelters are supplied with long term food provisions, food supplies may be obtained from grocery stores, restaurants and distributors.

**V. ORGANIZATION AND RESPONSIBILITIES**

**A. Responsibilities**

Frye Island Emergency Management:

- Designate a shelter coordinator.
- Develop and maintain this annex.
- Identify shelter sites, working with local emergency directors and Red Cross. (See Red Cross [recommended] local list Tab B, EPRB).
- Survey Shelters
- Develop shelter use agreements.
- Oversee shelter activities
- Provide shelter markings

- Provide shelter management with kits and supplies consistent with recommendations in the Red Cross publication, ARC 3041, “Mass Care Preparedness and Operations.” (See copy at Tab B, EPRB.)
- Activate and de-activate shelters as needed.
- Provide communications and public information capabilities.
- Develop shelter facility pet care if it can be made available

#### Law Enforcement

- Provide security and law enforcement for shelters.
- Provide traffic control during movement of evacuees to the shelters. Local authority on the island. County Sheriff’s Department on the mainland.
- Provide alternative communications for shelters via mobile units..
- If available, utilize Fire Police on Island for traffic control.

#### Public Works

- Support the maintenance of water supplies and sanitary facilities at shelter during an emergency.
- Perform shelter markings.

#### Fire Service

- Survey shelters for fire safety.
- Provide advice on shelter fire security.
- Train selected evacuees to serve on shelter fire teams during emergency operations.

#### Ferry Operations

Assist in giving directions to evacuees for off-island shelters during Island evacuation.

## **VI. ADMINISTRATION AND LOGISTICS**

### **A. Policies**

1. Each jurisdiction will be responsible for establishing, managing and cleaning shelters. Facilities will be opened and managed by facility personnel, including feeding efforts. The Red Cross will manage shelters opened by the Red Cross.
2. Registration forms should be maintained at each shelter and registration center. *(See Tab C, EPRB.)*
3. Space for emergency supplies should be maintained at each shelter and registration center.
4. No citizen may be denied access to shelter because of race, color, national origin, age, sex, handicap or creed. All practical efforts should be made to

accommodate needs of handicapped individuals. Citizens with contagious illnesses will be quarantined as appropriate.

5. In situations requiring radiological protection, procedures should be followed to prevent (or minimize) the spread of radioactive contamination in the shelters. (See Annex H, Radiological Protection).
6. In general pets will not be allowed in shelters. (For guidance see Appendix 4, Pets Handling, Annex F, Emergency Evacuation.)

**B. Plan Development and Maintenance**

1. The Town Emergency Director and Shelter Coordinator are responsible for maintaining current shelter and shelter manager lists.
2. Town of Frye Island EMA must insure adequate training is offered during recruitment of Shelter Managers.

**Attachment ANNEX E**  
(Copy also at Tab B, EPRB.)

**Red Cross “Guide for Shelter Managers**