

ANNEX M - SHELTER MANAGEMENT

I. SITUATION AND ASSUMPTIONS

A. Situation

1. Town of Thatcher may be confronted with a situation that may require the opening of Emergency Evacuation Shelters. Graham County Emergency Management will take charge of Emergency Evacuation Shelters. This could result from several different types of emergencies including people being evacuated from other areas due to hazardous events.
2. In consideration of the number of people to be processed through the Reception Center and the number of vehicles arriving, the method of registration and assignment to accommodations will be a manually operated registration system. The Reception Center will distribute forms and directions and maintain records essential to host governmental operations.

B. Assumptions

1. Reception operations will feature two levels of processing. Primary processing is done at the Reception Center. Secondary processing will be done upon arrival of evacuees at their assigned location for accommodations.
2. Primary processing involves initial registration and assignment of individuals to congregate care shelter and feeding locations. Assignments will maintain the integrity of each family.
3. Secondary processing is done by the congregate care facility management staff as each group arrives at assigned lodging locations. This level of processing consists of individual registration and establishes data upon which to base the evacuee master file of information.
4. Most evacuees will hopefully bring ample supplies of bedding for their needs, clothing, and enough food to assist their feeding areas.
5. Graham County will utilize every means at their disposal to make the evacuation shelters as comfortable as possible.
6. Graham County personnel will need the assistance of volunteer groups to assist and run the shelters.
7. Shelters may be occupied for possibly a few weeks or more there could be a need for a logistics section to focus on the needs of the residents of

the shelter; mass feeding, food, bedding, sanitation and etc.

8. Evacuees arriving in RV's will be lodged at a predetermined location. They will be able to use their RV's for their housing accommodations. They will assist with all of the duties that will need to be done at the Reception Center and Feeding locations.

II. MISSION

To provide the occupants of the Evacuation Shelter as much comfort as possible and to provide as much information to the residents as possible relating to the incident that caused the evacuation.

III. EXECUTION

A. Concept of Operations

1. Upon receipt of information that may produce the need for an evacuation shelter to be opened. The County Parks and Recreation Director will initiate the process of opening up the primary shelter at the County Fair grounds.
2. Prepare a reception area for the evacuees to report in and receive assigned accommodations. Gather information requested on forms listed in **Appendix 1,2,3,4 and 5**. And disseminate information to appropriate agencies.
3. Arrangements will be made to feed the arriving evacuees within 24 hrs of their arrival at the shelter or the opening of the shelter whichever is first.
4. Contact will be established with volunteer organizations for assistance; Red Cross, Salvation Army, Church Groups and etc.

IV. ADMINISTRATION

Standard emergency administration and supply procedure will be used. See **Basic Plan** and **Annex A. Direction and Control**.

V. DIRECTION AND CONTROL

Refer to **Annex A. Direction and Control**

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APPENDIX 1 - VOLUNTEER HOUSING

Sample Newspaper Release Requesting Volunteer Housing Spaces

With the opening of the County Evacuation Shelters our resources are being depleted. We are urging the residents of Graham County to volunteer lodging space in their homes for evacuees, according to _____ (Graham County Emergency Management Director). Since there are limited public lodging accommodations within Graham County we therefore are requesting that homes be opened for lodging for the duration of the emergency. Attached is a volunteer housing form to be filled out and returned as soon as possible to the Evacuation Shelter located at the County Fairgrounds.

VOLUNTEER HOUSING INFORMATION FORM

Name _____

Address _____

Telephone _____

Number that can be Housed _____

Off Street Parking of how many vehicles _____

Can Evacuees Be Feed? YES _____ NO _____

Smoking _____ Non Smoking _____

Remarks:

ANNEX M – Shelter Management
APPENDIX 2 Letter of Instructions

WELCOME TO GRAHAM COUNTY'S RECEPTION CENTER

PLEASE FOLLOW INSTRUCTIONS

Please remember that the residents of Town of Thatcher are attempting to make your stay as comfortable as possible. Please be tolerant and understanding.

There is no doubt we will have crowded conditions, inconveniences, and probably tension. Your hosts are doing their best to help you.

Be considerate of your neighbors and hosts and help as much as possible. Through unity of purpose, we can achieve success and you can return to your homes as soon as possible.

LODGING IN PUBLIC BUILDINGS – If you are assigned to a public building do everything you can to help maintain order and sanitary living conditions. Assist the Shelter Manager of your congregated care facility to form working groups to help local officials and volunteers

- Cooking and feeding services
- Providing and conserving water
- Trash and Garbage Cleanup
- Maintaining order
- Assuring quiet times during sleeping hours
- Organize Recreation Activities

LODGING IN PRIVATE HOMES – If you are invited to stay in a private home, be considerate and do your share to help the host. Remember that you are a guest and that your host has volunteered to share their home with you.

USE OF PRIVATE VEHICLES – You will not be able to use your car in the host area except for storing your belongings or for emergency use. Cars will be held in parking areas by local authorities. You will not be permitted to purchase gasoline except by special authorization from the Reception Center where you registered. Take your immediate needs with you from your car and be sure **IT IS LOCKED**.

HOSPITAL AND PHARMACEUTICAL SERVICES – Services are available in Graham County to meet your needs. Please contact your host for assistance. Operating hours will be disseminated by the news media.

ANNEX M – SHELTER MANAGEMENT
APPENDIX 3 Primary Registration Form

Last Name	First Name	Middle Initial
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____

Home Address _____ Phone# (____) ____ - ____

Circle the occupations and skills in your party

- | | | |
|---------------------------|-----------------------|--------------------------|
| <u>MEDICAL/HEALTH</u> | <u>FOOD SERVICE</u> | <u>CONSTRUCTION</u> |
| Physician – MD, DO | Cook | Backhoe |
| Dentist | Baker | Front End Loader |
| RN, LPN | Nutritionist | Bull Dozer |
| Pharmacist | | Dump Truck |
| Health Engineer | <u>GROCERY</u> | Contractor |
| Sanitarian | Grocer | Foreman |
| Embalmer | Clerk | Mechanic |
|
<u>TRANSPORTATION</u> |
<u>SANITATION</u> |
<u>CIVIL DEFENSE</u> |
| Truck Driver | Garbage Handler | Shelter Manager |
| Mechanic | Landfill Ops. | Law Officer |
| Dispatcher | Sewage Systems | Firefighter |
| | Water Plant Ops. | |

Other Occupations or Skills _____

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APPENDIX 5 Secondary Processing Registration Form

Congregate Care Facility/Location _____

Date _____

1. **Family Name** (print)

1 a. **Volunteer Housing Address**

Pre-emergency Address:

Phone # _____

2. Household Members

First Name

Sex Male or Female

Social Security Number

3. Comments:

4. **Information furnished by** _____

5. **Form Completed by** _____

