

CITY OF BRISBANE

USE OF BUILDING

The shelter manager is responsible for allocating space within the shelter. Areas to consider are-

- ✓ Director's office
- ✓ Family Assistance unit
- ✓ Nurse station
- ✓ Sleeping accommodations (60 sq. ft. per bed), family units together
- ✓ Food Service area
- ✓ Restrooms and bathing facilities
- ✓ Storage for occupants' possessions
- ✓ Nursery
- ✓ Area for registration of shelter victims

SHELTER REGISTRATION

The following information is needed on shelter registration cards:

- ✓ Family's last name, first and middle names of head of household and spouse (including wife's maiden name).
- ✓ Children's names.
- ✓ Ages of family members.
- ✓ Any health problems.
- ✓ Pre-disaster address.
- ✓ Date arrived in shelter.
- ✓ Date departed.
- ✓ Post-disaster address.

ESSENTIAL SHELTER NEEDS

Equipment: Blankets, cots, chairs, brooms, drinking cups, hot plates for baby formulas, trash cans, Red Cross flags, loudspeakers, tables, and emergency equipment such as candles, lanterns, flashlights, and generators.

Shelter Supplies: Cleaning items such as detergent, soap, towels, toilet paper, disposable diapers.

Office Supplies: Carbon paper, cards, disaster forms, folders, paper, paperclips, pencils, and a telephone.

STAFFING THE SHELTER

The shelter committee appoints staff to operate the shelter. The number of staff (volunteers) needed depends on the number of shelters and occupants.

Shelter staff include shelter manager, nurse, Family Service worker, food supervisor, storekeeper, janitor, and maintenance men.

"HOUSEKEEPING DETAILS"

- ✓ Having round-the-clock supervision of all personnel and maintenance of shelter.
- ✓ Assigning and scheduling workers to operate the shelter.
- ✓ Maintaining utilities and janitor service.
- ✓ Obtaining, storing, and safeguarding shelter supplies and equipment.
- ✓ Maintaining records of borrowed and purchased equipment.
Keep the Receipts!
- ✓ Keeping records of shelter activities and compiling reports to be submitted to chapter chairman.
- ✓ Coordinating the activities of other committees assigned to shelter (nurse, food service, etc.).
- ✓ Closing the shelter: Plans for closing shelters should begin soon after they are opened and as families return to their homes or other residences. All borrowed property and equipment should be returned to the owner, and receipts for the return should be secured. It is important to see that buildings and grounds are clean.
- ✓ Making inventory of property before and after use of shelter.

Community Emergency Volunteers



POCKET SHELTER GUIDELINES

**SHELTER COMMITTEE
REPORTS
ORGANIZATION
PLANNING
TYPES OF SHELTERS
DUTIES
RESPONSIBILITIES
SHELTER REQUIREMENTS
REGISTRATION
STAFFING**

In time of disaster the Red Cross is responsible for providing temporary shelter for persons unable to make their own arrangements. Before mass shelters are established, an effort should be made to house families with friends, relatives, and other persons offering space.

It must be remembered that the Red Cross establishes and operates mass shelters as a temporary means of caring for people. Plans are made as quickly as possible to close a shelter and to reestablish families in their own living quarters.

SHELTER COMMITTEE

The disaster chairperson appoints the chairperson of the shelter committee, who may appoint a vice chairperson. The shelter committee organizes and operates the shelter. Principle responsibilities include designating shelter space for various functions and knowing the sources for needed equipment, cots and blankets, and other supplies.

PRE-DISASTER PLANNING

The written plan of action for a time of disaster should include-

1. Surveys of suitable buildings for shelters.
2. Surveys of supplies and equipment.
3. Plans for training volunteers to operate the shelter.

PROBLEMS OF SHELTERS

Shelters normally remain open for a short period of time. Operational problems to consider include-

1. Sanitation.
2. Behavior problems.
3. Excess cost.
4. Limited participation of families in rehabilitation planning.

TYPES OF SHELTERS

There are two types of disaster shelters; mass shelters and individual shelters. A mass shelter is defined as a facility adequate to provide temporary shelter for groups of disaster victims unable to continue their living arrangements in separate family units. An individual shelter is one in which there is an arrangement for a family to reside in an accommodation such as a hotel, apartment, or rental unit.

SHELTER REQUIREMENTS

1. Safe and healthful facility reasonably near victim's home.
2. Suitable space for sleeping quarters, infirmary, and storeroom.
3. Adequate supply of drinking water; toilet and bathing facilities.
4. Provisions for cooking, serving, and storing food. (A food committee is necessary.)
5. Accessibility to transportation.
6. Fire and police protection.

Provide 24-hour shelter supervision by manager (or appointee), nursing service, and police protection.

OTHER SHELTER CONSIDERATIONS

1. Building agreements must be confirmed in writing. The regular maintenance force should continue to serve, and there must be plans concerning utilities and repair of damage.
2. There must be a written survey of the building and equipment prior to shelter occupancy. All parties involved should have copies of the survey.

FUNCTIONS WITHIN A SHELTER

Within a shelter the occupants are provided with various services.

✓ Food Service:

Preparation and serving of full meals and afternoon snacks. If the shelter facility is not adequate, food is prepared and served elsewhere.

✓ Individualized assistance and Counseling Services:

Help for occupants with special disaster-caused problems, such as difficulties with school arrangements for children, transportation arrangements, and housing arrangements for families.

✓ Emergency Medical Services:

Provision and supervision of an emergency medical station and an infirmary (if needed), and service of referring shelter occupants to a doctor if needed.

✓ Sleeping Accommodations:

Provision of a place for disaster victims to sleep, and the cots and blankets in which to sleep.

✓ Recreation Services:

Activities geared to relieving tensions and improving morale of all ages and groups housed in the shelter (for example; television, movies, craft projects).

✓ Supportive Activities To These Direct Services:

Scheduling of staff to operate the shelter; handling of record-keeping, supply purchase, signage, and maintenance; enforcement of safety, fire and sanitation regulations.