

This is a model for a sheltering and care plan from the Town of Springfield. While not mandatory for every LEMP, municipalities with a high risk of incidents requiring sheltering should have a shelter plan and may use this document (or any other format that suits their planning requirements) as a base. Plans should be tailored for local conditions, resources, and processes, but are often not used as-is - they are frameworks that can be quickly adjusted during an emergency to provide a usable incident action plan for the actual situation. Delete this paragraph in the final version of this document!

## **Assumptions**

Care and Sheltering can take on many different looks depending on the scope of the incident and potential duration. It is imperative to understand that the size and scope of the emergency will dictate what level of service can be reasonably locally provided. In times of great duress in a region a local collection and transition point may be the correct plan with customers sent to a larger shelter site. This Annex is divided into headings that will be able to be broken out as a guideline for communities to assess services needed and determine local capabilities. As with any emergent operation constantly assessing needs and capabilities as well as planning for solutions is the path to the best outcome.

## **Sheltering and Care: Preparedness**

### **Who is responsible?**

A cooperative partnership between XXXXXXX Local Government, stakeholders, community partners and the Red Cross. In times of isolated incidents within your community the Red Cross may be an immediate resource to meet the needs of the incident. If the incident spans large geographic areas there is no way the Red Cross can meet every community's needs. The partnership is born by the Red Cross and local community planners working together to identify potential shelters, certify shelters, help coordinate shelter agreements, train Shelter Managers and Operators as well as identify resources and limitations.

The American Red Cross per Congressional Mandate Provide:

- Emergency Shelter
- Fixed and Mobile Feeding
- Emergency First Aid
- Mental Health Support
- Blood Drives
- Disaster Welfare Inquiry Services
- Vouchers for clothing, Occupational Supplies & Basic Home Furnishings
- Disaster Preparedness Education & Shelter Operations Training

\*However it can be up to 5 (five) days before the Red Cross is fully operational to launch these services.

The Red Cross will open larger shelters to manage a geographic area to increase the productivity of the shelter. In cases where a local shelter cannot provide services or resources that should be available in a Red Cross primary shelter site it could be available in a larger regional shelter facility warranting a move of the customer if possible.

***The Town of Springfield EM has formed a partnership with the Precision Valley Disaster Recovery Committee. The Committee was formed to assist in recovery operations post Tropical Storms Irene and Sandy. This partnership working in conjunction with the Red Cross and their established framework is establishing a durable sheltering resource.***

#### **Developing Shelter Sites:**

- After determining a needs assessment of the community's unique sheltering needs a list of potential shelter sites should be developed. The Red Cross suggests 40 square foot area per housed sleeper. 20 square feet is the space requirement for a collection/relocation area.
- **Primary- Springfield High School**
  - State Health Department MOU for relocation distribution (front office section).
  - Secondary Point of Distribution for VEM & FEMA drops
  - Red Cross Approved Shelter
  - Food Prep and Management area (cafeteria)
- **Secondary Shelter- Elm Hill School**
  - only activated as part of the Dam Failure Plan that bisects Springfield
- **Riverside Middle School – transitional holding place and distribution point for the Springfield School System , Springfield Hospital and Springfield Health and Rehabilitation Center.** Riverside is in close proximity to all schools and major target hazards. The auditorium, gymnasium and cafeteria areas with potential for controlled ingress and egress makes this an excellent collection and relocation or distribution point. (Riverside is within the defined flood hazard area for any Dam emergency or potential).
- **Congregational Church Main Street-** This building is directly across from the Huber Building a seven story elderly and at needs housing unit. It is approximately 1000 feet from the Whitcomb Building a six story elderly and at needs housing unit. In times of an evacuation of either building the church meeting room is a holding point and transitions to a distribution and reunification area.
- **Shelter Agreements – Statement of Understanding:**
  - (List shelter agreements, dates, and comments)

#### **Organizing a Shelter Organization team:**

Since shelter operations are a dynamic emergency service it can and should be broken down into a command function or manager overseeing operations, planning, logistics and finance. By keeping this management model in mind in relation to the escalation of the event and sheltering needs there should be a constantly dynamic Action Plan that meets the event sheltering and Care needs.

Responsible Shelter Planning includes Public information and education of what to have Ready and what to bring to a shelter