

SHELTERING & SPECIAL NEEDS TEAM



Primary Responsibilities

- ◆ Identify and set up Main Shelter(s) for individuals to receive food and rest in the neighborhood
- ◆ Set up a Child Care Center
- ◆ Identify the location of the nearest Red Cross, school and church shelter sites if additional shelter is necessary
- ◆ Maintain a list of displaced neighbors and where they will be staying
- ◆ Provide psychological or special needs support to traumatized neighbors

Preparedness Checklist

Set up a Main Shelter

- Identify several potential shelter areas that could accommodate groups of displaced individuals and meet their resting, sleeping and eating needs. They may be outside areas like a field, cul-de-sac or some place where makeshift tents could be set up for “camping out.” These sites should be away from potential hazards such as overhead power lines.
- Select several large indoor spaces that could house a number of people, keeping them warm and dry. Use the *CORE Family Roster* to identify who can provide temporary emergency housing and how many they can accommodate.
- Store camping equipment near these areas. Include materials for tents (e.g., tarps, lumber, ropes for makeshift shelters) as well as cooking utensils, food and bedding.



- Contact the East Bay Chapter of the American Red Cross (595-4400) to determine the location of the nearest shelters (e.g., schools, libraries, churches). Make sure neighbors know where they are.



Establish a Child Care Center

- Identify an area or home for a potential Child Care Center that is away from the commotion of the ICC and the First Aid Station. This shelter is primarily for daycare so the adults in your neighborhood are free to respond to emergencies. Storing a back-up generator there is a good idea, especially if there are infants in the neighborhood.

Lists and Forms

Have multiple copies of the following lists at the ICC, First Aid Station and the Main Shelter. Make sure they are up-to-date.

- CORE Family Roster (A-79)* to identify children and emergency housing
- Neighborhood Utilities Map (A-89)* to help geographically locate residences and their utility shut-off valves
- Response Team List (A-83)* to identify general resources
- Tools and Equipment list (A-85)* to identify available food, cooking and camping equipment
- Special Needs: Medical and Other list (A-109)* to identify those individuals who may need special attention
- Displaced Neighbors List (A-113)*
Use this form to keep track of neighbors who can no longer live in their homes and need shelter, or have found shelter elsewhere.

Special Needs

Use the “Provisions for People with Special Needs” section in *CORE I (27)* to help you identify who in your neighborhood might need extra help. These individuals may include:

- Children home alone
- Mentally challenged
- Vision, hearing impaired
- People with mobility limitations
- Non-English speaking
- Elderly/frail
- Individuals on medication or oxygen

Use the *Special Needs: Medical and Other* list to record who they are and what they might need. Keep a copy at the ICC, the First Aid Station and Main Shelter. Identify other neighbors to become their “disaster buddies” so they can receive the assistance they might need.

Psychological First Aid

After a disaster, there may be individuals who will suffer from emotional trauma. It is important to identify who in your neighborhood has counseling skills and record their names in your *Response Team List*. In general, be prepared for many different reactions. Remember that some symptoms may occur immediately while others may take days or even weeks after a disaster to manifest themselves.

Research indicates that anyone who is involved in a disaster response for over two hours can become an emotional victim. Be prepared to support the emotional well-being of all CORE disaster responders, including yourself and your team members.



Sheltering and Special Needs Response Checklist



- Gather your personal supplies, assess your own home and family and report to the ICC.
- The Incident Commander and Assistant IC will determine how many neighbors need shelter and which shelters are available.
- Establish a Main Shelter** (indoors or outdoors) as needed and available. Post a sign and start gathering necessary supplies such as food, water, bedding, and tents.
- Establish a Child Care Center** away from the ICC and First Aid Station. Post a sign.
- Coordinate with the Communications Team to help establish what **relief shelters** are open **in your area**. Post the information at the ICC and Main Shelter.
- Assist neighbors** who need shelter. Use the *Displaced Neighbors* list to keep track of where they are going and share this information with the ICC.
- Check the *Special Needs: Medical and Other* list to make sure these individuals have been located and taken care of.
- Identify **counselors** to help those who have been psychologically traumatized.





CORE Family Roster



Street	Family Name	Children's Names (Ages)	School	Phone Number	Emergency Housing*	Pets
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Updated: _____

*how many people you could accommodate in your home

(d) = dog
(c) = cat



Response Team List

Team	Phone	Training/Equipment
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Incident Command Center



Incident Commander



Communications



Damage Assessment/Hazard Reduction/Utilities



Team

Phone

Training/Equipment



Search and Rescue



First Aid



Sheltering/Special Needs

Child Care

** Indicates the team leaders who are primarily responsible for organizing team resources for their group. They can be rotated on an annual basis.*

Updated: _____



Tools and Equipment

Tools & Equipment

Name

Address

Communications

Heavy Tools

Light Tools

Tools & Equipment

Name

Address

Vehicles

Camping Equipment

First Aid Supplies

Water Supply

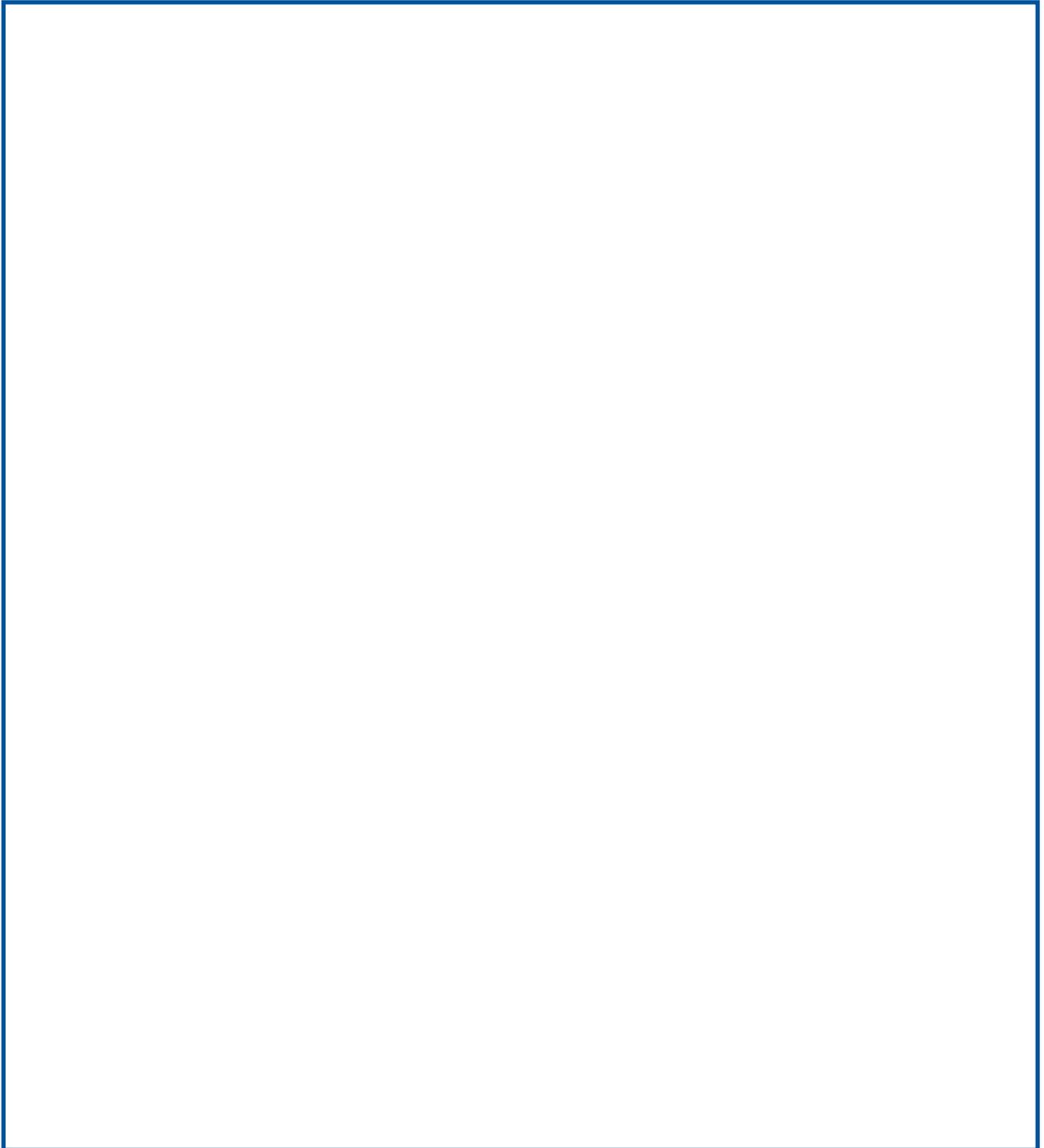
Updated: _____



Neighborhood Utilities Map

Review guidelines on pages 8 and 9 and see Neighborhood Utilities Map Sample on page 21.

Updated: _____





Quick Field Team Reminders



This list is to be kept on the clipboard in your emergency backpack. Use it after completing your Individual Response Checklist (29). The following reminders combine the needs and responsibilities of the field teams in case the number of responders is limited.

SUPPLIES

- Protective clothing
- Small tools/supplies: wrenches, rope, caution tape
- Emergency backpack
- Clipboard: forms and maps attached

HAZARD REDUCTION/UTILITIES

- Extinguish small fires
- Turn off damaged utilities (gas, water, electric)
- Clear debris from street and sidewalks
- Rope off hazardous areas
- Confine loose pets
- Locate neighborhood water sources

SEARCH & RESCUE

- Check the door jamb and walls around the door for serious cracks and other indications that the building may not be safe to enter.
- Put a bold, readily visible piece of masking tape across the door upon entering [\]. Make a second slash [/], forming an “X” upon leaving.

Gas:

- Before entering a building, **smell** the air for possible gas leaks.
- If you **smell** or hear **gas** leaking, **do not enter** the building before turning off the gas main.
- Ventilate** the building by opening as many doors and windows as possible.
- Wait** until the smell of gas is gone before entering or attempting a search or rescue.

Fire:

- Check the door** with the **back** of your hand to see if it is hot. If it is, **DO NOT** open it. Alert the ICC. If the door is cool, open it cautiously.
- Stay low.**

Victims:

- When in the building, **call out** “it’s your neighbor” and give your name. **Stop. Shout-tap-listen** for any cries or moans. Keep talking as you move through the building.
- Evaluate the building and the victims’ conditions to determine whether or not they can be **moved safely**.
- If you need to leave, place a **table over them** to protect them from falling objects. Reassure them that someone will come back for them.
- Report to the ICC if you need additional help.

