

HOW TO USE THE REGIONAL SHELTER PLAN TEMPLATE

Commissioned by the Western Region Homeland Security Advisory Council, the Regional Shelter Plan template is a planning and operational document intended to provide the communities of Western Massachusetts with the resources and guidance necessary to create and implement their respective regional sheltering plans. The Regional Shelter Plan template is comprised of four components listed below.

- Regional Shelter Planning
- Regional Shelter Operations
- The Regional Shelter Job Action Sheets
- The Regional Shelter Forms and Resource List

The Regional Shelter Planning section provides detailed guidance for creating a regional shelter plan and steps to consider when standing up a shelter. The Regional Shelter Operations section offers step by step standard operating guidelines (SOG) that can act as a guide for Responders to effectively run a regional shelter operation. The Regional Shelter Job Action Sheets outline in detail the roles and responsibilities of each regional sheltering position. Lastly, the Regional Shelter Forms section provides a robust list of required forms, policies, lists and resources.

Significant investments were made by countless participants in the creation of Regional Shelter Plan template and a sincere thank you is extended to all involved contributors.