WRHSAC
Western Region Homeland
Security Advisory Council

frcog Franklin Regional
Council of Governments

FRANKLIN COUNTY REGIONAL SHELTER PLAN

July 2016

Concept of Operations

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Plan Purpose and Authority

The purpose of this document is to provide the municipalities of Franklin County with a plan for regional sheltering so that they can provide the essential emergency services associated with regional emergency sheltering operations. The objectives of this plan include:

- Meet the public health and safety jurisdictional roles
- Clearly outline the responsibilities of all participating entities
- Ensure the ability of participating entities to address the public health, medical, behavioral health and sheltering needs of the region
- Provide a tool for participating entities to use, review and revise as needed to provide essential regional shelter services during the event of a disaster

The region is vulnerable to the following hazards: prolonged power outages due to weather emergencies such as snow or ice storms, hurricanes, dam failure, flood, hazardous materials release, and attacks using or potentially using chemical, biological, radiological, or nuclear weapons or explosives. Any one of these hazards could result in the need for regional mass care and sheltering.

This plan is consistent with the National Incident Management System (NIMS) and complements the Community Emergency Management Plan (CEMP). It is compliant with the Americans with Disabilities Act (ADA). Persons with access and functional needs must have access to mass care programs, services, and facilities.

Definitions

Region: For the purposes of this plan, the "region" encompasses all of Franklin County, including the following 26 municipalities:

Ashfield	Greenfield	Orange
Bernardston	Hawley	Rowe
Buckland	Heath	Shelburne
Charlemont	Leverett	Shutesbury
Colrain	Leyden	Sunderland
Conway	Monroe	Warwick
Deerfield	Montague	Wendell
Erving	New Salem	Whately
Gill	Northfield	

Regional Shelter: A regional shelter is opened within the first 72 hours of an event to provide shelter services to residents of a group of communities within the region when a hazard event or incident affects more than one community. It is designed to provide temporary shelter from one - thirty days; but generally from five - seven days. The shelter is intended to provide the following essential universal services for the entire affected population:

- Feeding
- Dormitory/temporary housing
- Basic medical/behavioral health services
- Supply distribution
- Safety and security
- Universal design to accommodate those with access and functional needs
- Accommodation for service animals and pets
- Pet shelters are ideally co-located near regional shelters

Local Shelter: a shelter located in a single community designed to serve people from just that community.

Transitional shelter: personal care stations/warming/cooling shelters.

Pet Shelter: shelter designed to house and feed pets including mammals, reptiles, birds and insects. Ideally, the pet shelter is co-located with the shelter, but may be located off site.

Assumptions

1. Private non-profit organizations and community-based organizations that normally respond to disaster situations will do so e.g. Medical Reserve Corps, Community Emergency Response Teams (CERT), American Red Cross, Salvation Army, and, the faith community.

2. Neighborhood organizations and local groups, and individuals, some without training, will emerge to provide care and shelter support, independent of local government.

3. The duration and scope of government involvement will be responsive and proportionate to the severity and duration of the event.

4. The percentage of the impacted population seeking shelter during an emergency is dependent on the incident. Based on the experience of the American Red Cross, approximately 10- 15% of the impacted population will seek shelter or sheltering assistance. Numbers of residents seeking shelter are generally lower in rural areas where residents are more likely to have resources that enable them to shelter in place.

5. Depending on the incident, a significant percentage of the population seeking shelter may have access and functional needs. Individuals in need of additional assistance may include the people who are:
   - seniors
   - medically fragile or dependent
   - limited English proficiency or with other language capability
   - limited mobility or hearing or vision impairment
   - unaccompanied minors

6. Household pets may be co-located in close proximity to shelters (see Pet Shelter Plan) when this capability exists. Service animals remain with the persons to whom they are assigned throughout every stage of emergency assistance and are allowed in the human shelter. Service animal owners are expected to help care for their animals.

7. Mutual aid agreements have been established in Western Massachusetts and across the Commonwealth, which provide the authority for regional shelter operations. Depending on the scope of the event, State and Federal emergency agencies will also be available to assist.

Participating Municipality Endorsements

All Franklin County towns are signatories of the Western Massachusetts Intergovernmental Emergency Mutual Aid Agreement which provides the general authority for planning, opening, managing, and demobilizing Regional Emergency Shelters (see Appendix A). In addition, municipalities are encouraged to endorse the Franklin County Regional Shelter Plan Addendum to that Agreement to more clearly define their roles and responsibilities in the event that a regional shelter is needed in their area (see Appendix A).

Plan Development and Maintenance

The Franklin County Regional Emergency Planning Committee (FCREPC), with the assistance of the Franklin Regional Council of Governments, is responsible for the maintenance, revision, and distribution of the Regional Sheltering plan and any subsidiary plans and tools. This includes the Standard Operating Guidelines, Job Action Sheets and Supply/Equipment spreadsheet. The FCREPC should establish a recurring process to review, update and revise the shelter plan. The need for revisions should be assessed annually and revisions made at least once every two years (or sooner) in case of the following:

- A change in operational resources
- A formal update of planning guidance or standards
- A change in elected or appointed officials
- A plan activation or major exercise

A combination of training, exercises and real-world incidents will be used to determine whether the goals, objectives, decisions, actions and timing outlined in the plan lead to a successful response. After Action Reports and Improvement Plans should guide plan revisions.

Plan Activation

TRIGGERS

Situations that could lead to a decision to activate the Regional Shelter Plan include:

- A federal or state-declared emergency that necessitates regional sheltering
- A large event that impacts multiple communities in the region
- A situation where local municipalities have exhausted local sheltering resources and cannot meet the needs of the sheltering population

AUTHORITY TO REQUEST OPENING A REGIONAL SHELTER:

A regional shelter may be opened, at the request of one or more participating municipalities, subject to the willingness and ability of the Host Community to provide the requested services. The request can be verbal, but should be followed with a written request signed by an appointed or elected official, who is authorized to request the activation and to commit municipal resources.

The following entities have the authority to request the Host Community to open a regional shelter:

- ☐ Incident Commander
- ☐ Emergency Operations Center
- ☐ Emergency Management Director and/or Assistant Emergency Management Director
- ☐ Massachusetts Emergency Management Agency (MEMA)
- ☐ Municipal Official with the authority to expend municipal funds

AUTHORITY TO OPEN THE SHELTER:

A regional shelter is opened by the municipality (Host Community) in which it is located. The Host Community will follow its own policies and procedures for opening the shelter in coordination with the requesting communities.

The municipality and the requesting communities will choose which regional shelters to open based on the:

- Type of event (flooding, power outage, biochemical release, etc.)
- Anticipated need for sheltering
- Length of sheltering
- Resources available for sheltering
- Selected Regional Shelter Locations

Regional Shelter Locations

CRITERIA FOR SELECTING REGIONAL SHELTERS

The following criteria were used to select regional emergency shelter locations in Franklin County:

- ☐ Avoid having to cross the Connecticut, Deerfield, or Millers Rivers
- ☐ Avoid travel on transportation choke points (i.e., Routes 5 &10 in Deerfield)
- ☐ Need space for co-location of animals
- ☐ Population density
- ☐ Red Cross designation/survey of shelter
- ☐ Not in flood plain or dam breach inundation area
- ☐ Proximity to railroad
- ☐ Proximity to Yankee Rowe & Vermont Yankee nuclear facilities
- ☐ Close proximity to evacuation routes
- ☐ Access and proximity to Route 2 and I-91
- ☐ Close proximity to hospital/pharmacy/medical suppliers
- ☐ Close proximity to regional sheltering supplies

- ☐ Ability to co-locate, but separate FNSS, medical and feeding services
- ☐ Availability of additional buildings or wings
- ☐ Generator accessibility to power entire facility
- ☐ Preference of municipal officials, including EMD
- ☐ Ability to shelter 200+ people at 40 sq. ft. per person
- ☐ Availability of accessible showers, bathrooms, hygiene facilities
- ☐ Diverse types of facilities (i.e., not all schools)
- ☐ Parking and transportation
- ☐ Communications capacity
- ☐ Secure storage area for medical supplies
- ☐ Building security (internal and external)

Due to the topography of Franklin County and multiple rivers crisscrossing the county, it has been divided into five sectors for purposes of regional shelter planning so that it would be possible for residents throughout the county to gain access to a regional shelter facility without having to cross a river. The five sectors are: North West, North Central, North East, South West, and South East. Primary regional shelter locations were identified for four of the five sectors (the North West sector does not have a designated primary shelter), as well as back-up facilities that could be used in the event that a primary facility were unavailable or inappropriate in given hazard situation, and unique facilities that could be used in unusual circumstances. The following table lists the identified regional shelter locations. (See the Franklin County Regional Sheltering and Evacuation Map below and the table including detailed information on each facility located in Appendix B.)

Franklin County Regional Shelter Facilities			
Facility Name	**Town**	**Type**	**Sector**
Fisher Hill Elementary School	Orange	Primary	NE
Greenfield Middle School	Greenfield	Primary	NC
Mohawk Regional High School	Buckland	Primary	SW
Turners Falls High School	Turners Falls/Montague	Primary	SE
N/A		Primary	NW
Athol-Orange Elks Club	Orange	Back-up	NE
Bernardston Elementary School	Bernardston	Back-up	NC
Conway Grammar School	Conway	Back-up	SW
Franklin County Technical School	Montague	Back-up	SE
Frontier Regional High School	Deerfield	Back-up	SW
Mahar Regional School	Orange	Back-up	SE
New Sanderson Academy	Ashfield	Back-up	SW
Northfield Elementary School	Northfield	Back-up	NE
Northfield Mt Hermon	Gill	Back-up	NC
Pioneer Valley Regional School	Northfield	Back-up	NC
Shutesbury Elementary School	Shutesbury	Back-up	SE
Sunderland Elementary School	Sunderland	Back-up	SE
Bement School	Deerfield	Unique	SW
Berkshire East	Charlemont	Unique	SW
Charlemont Academy	Charlemont	Unique	NW
Cowell Gym (Old Arms Academy gym)	Shelburne Falls	Unique	NC
Deerfield Academy	Deerfield	Unique	SW
Franklin County Fairgrounds	Greenfield	Unique	NC
Greenfield Community College	Greenfield	Unique	NC
Greenfield High School	Greenfield	Unique	NC
Heath Fairgrounds	Heath	Unique	NW
Indoor Action Sports	Greenfield	Unique	NC
Life Skills Inc.	Greenfield	Unique	NC
Montague Elks	Montague	Unique	SE
Orange Airport	Orange	Unique	SE
Peace Pagoda	Leverett	Unique	SE
Pine Brook Camp	Shutesbury	Unique	SE
Rowe Camp and Conference Center	Rowe	Unique	NW
Stoneleigh Burnham School	Greenfield	Unique	NC
YMCA	Greenfield	Unique	NC

Regional Sheltering & Evacuation Map
April 2016

DRAFT

Shelter Type
- Primary
- Back Up
- Unique

- Town Boundary
- Road
- Rail Line
- Major River, Stream
- Water
- 100 Year Flood
- Dam Failure Inundation Zone

Evacuation Routes
- Primary Route
- Secondary Route
- Terciary Route

Sections
- NC
- NE
- NW
- SE
- SW

Inset 1
Greenfield, Turners Falls

2. Greenfield Middle School
4. Turners Falls HS
5

Inset 2
Orange

1. Fisher Hill Elementary

Franklin County
Massachusetts

DRAFT

Primary Shelters Franklin County

Franklin County, Massachusetts

MONROE
ROWE
HEATH
COLRAIN
LEYDEN
BERNARDSTON
NORTHFIELD
WARWICK
CHARLEMONT
GREENFIELD
GILL
ERVING
ORANGE
HAWLEY
BUCKLAND
SHELBURNE
WENDELL
ASHFIELD
CONWAY
DEERFIELD
SUNDERLAND
MONTAGUE
SHUTESBURY
NEW SALEM
WHATELY
LEVERETT

3. Mohawk Trail Regional HS

Inset 1 Greenfield, Turners Falls

2. Greenfield Middle School

4. Turners Falls HS

Inset 2 Orange

1. Fisher Hill Elementary

ID#	PRIMARY REGIONAL SHELTER FACILITY NAME	LOCATION	STREET ADDRESS	SECTOR
1	Fisher Hill Elementary School	Orange	59 Dexter St.	NE
2	Greenfield Middle School	Greenfield	195 Federal St.	NC
3	Mohawk Regional High School/Middle School	Buckland	26 Ashfield Rd.	SW
4	Turners Falls High School	Turners Falls/Montague	222 Turnpike Rd.	SE

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Sources: Map produced by the Franklin Regional Council of Governments Planning Department. GIS data sources include MassDOT, MassGIS and FRCOG. Depicted boundaries are approximate and are intended for planning purposes only, not to be used for survey.

Shelter Equipment Supplies and Staffing

SHELTER SUPPLIES

Locations of Regional Sheltering Supply Caches in Western Massachusetts

The Western Regional Homeland Security Advisory Council (WRHSAC) has purchased equipment and supplies for regional use in Western Massachusetts. These are available to first responders and municipalities on a first-come, first-served basis. Refer to the "Resource Guide for Available Emergency Equipment and Supplies in Western Massachusetts" for additional information. An electronic copy can be found at:
http://wrhsac.org/wp-content/uploads/2016/01/Resource-Guide_Final_Revised_January-2016.pdf

The list of equipment is found in the Forms File. Additionally, an Excel spreadsheet includes a list of suggested supplies and equipment for children and adults, including those with access and functional needs.

STATE RESOURCES

When regional shelter supplies are insufficient, the Massachusetts Emergency Management Agency (MEMA) is responsible for allocating resources.

Procedure: Only the Regional Shelter Manager, Incident Commander, or Host Community EMD and/or AEMD may request resources. Available resources can be identified by registered users of MEMA's Resource Management System (RMS) by logging on at: https://memarm.chs.state.ma.us/CPSLogin.aspx?ReturnUrl=%2fDefault.aspx.

For more information on requesting resources, contact the MEMA Region 3/4 Office in Agawam, MA at 413-750-1400 or the MEMA Headquarters Dispatch in Framingham, MA at 508-820-2000.

MEMORANDA OF UNDERSTANDING (MOU)

The Host Communities may have entered in to agreements with a variety of supply, equipment and service providers. A sample MOU and lists of suggested vendors for MOUs are found in the Form section in Appendix C.

STAFFING

Suggested staffing levels are found in the Forms section.

It is recommended that a Shelter Management Team be established that would be composed of trained credentialed professionals, familiar with the designated regional shelter facilities, and experienced in specialized components of shelter management. The Shelter Support Team should include the following subject matter experts:

- public health
- mental health
- nursing
- Building and Fire Inspectors
- child care
- child trauma
- food services
- other
- pharmacist
- doctor
- Universal Design
- other

Western Massachusetts has many dedicated volunteers belonging to the Medical Reserve Corps, Community Emergency Response Teams, Disaster Animal Response Teams, Behavioral Disaster Response Teams, American Red Cross, Salvation Army and the faith community.

ESTIMATE SHELTER COSTS

Expect regional shelter costs of $3,000-$5,000 per day (without donations). The American Red Cross model estimates that 10-15% of the evacuated population will seek shelter, although experience in Western Massachusetts suggests that in rural areas the percentage of the population seeking shelter is generally smaller, so this plan uses the average figure 10% figure to calculate costs for Franklin County. The average cost per person per day is $25 (excluding donations), broken out as follows:

Expense	Cost
Food	$15
Dormitory and Comfort Supplies:	$3
HVAC and Electricity	$3
Cleaning and Sanitation	$2
Miscellaneous	$2
Total average cost per person per day	**$25.00**

Expected Regional Shelter Costs= .10% x estimated population impacted x $25

MUNICIPAL EXPENSES

To expend emergency funds in excess of those budgeted; municipalities usually make local disaster/emergency declarations. The Chief Elected Official, in coordination with the local Emergency Management Director, generally makes the declaration. Municipal Finance Boards/Departments can help facilitate tracking and processing purchase orders and invoices and determine methods of financing the emergency operation.

REIMBURSABLE EXPENSES

Reimbursement for expenses incurred during shelter operations is allowed, if there is a declared disaster (by the Governor's Office or the President), through FEMA's Public Assistance Grant Program at www.fema.gov/public-assistance-local-state-tribal-and-non-profit/. Reimbursement is allowable only to the municipality impacted by the emergency. Volunteer time can be used to offset required matching funds, so tracking everyone's time and other donations is important. The Finance Manager needs to work closely with the EOC/Incident Commander and impacted communities to ensure compliance with all reporting and record keeping requirements.

Pets and Animals: State and local governments that shelter affected populations from areas with declared disasters can seek reimbursement for eligible household pet and service animal-related costs through FEMA (see www.fema.gov/pdf/government/grant/pa/9523_19.pdf). The PETS Act establishes that eligible reimbursement costs for expenses to set up and operate household pet shelters, including veterinary care and animal care staff costs. The Host Community will work with the State government to submit all appropriate documentation for reimbursement of household pet sheltering and will refer to FEMA Disaster Assistance Policy 9523.19 for detailed information regarding reimbursement of sheltering of household pets.

SHARED COST ARRANGEMENTS

The Host Community shall pay for the expenses to operate the regional shelter and then seek reimbursement from the other Participating Municipalities that requested sheltering assistance from the time the regional sheltering assistance request was made until the request to end regional sheltering assistance was made, including reasonable costs to close the regional shelter. In the event that other Participating Municipalities have provided staff or other official personnel to assist the Host Community in the operation of the regional shelter, the salaries of those personnel shall continue to be the responsibility of their home municipality.

- The Host Community shall send an invoice and supporting documentation for all reasonable costs incurred to operate the regional shelter to the requesting Participating Municipalities, as soon as practicable following the closing of the shelter. The requesting Participating Municipalities shall make payment or advise of any disputed items within 30 (thirty) days following the date of the invoice.

- The cost to each requesting Participating Municipality shall be allocated based upon the proportion of shelter residents from each requesting Participating Municipality, using an overall average of the percentage of residents from each municipality calculated for each day that the shelter is in operation. Costs attributable to services provided to residents of the Host Community at the shelter shall not be included in the costs allocated to the other Participating Municipalities.

- If a Participating Municipality has provided staff and/or other official personnel in support of the operation of a regional shelter (including fire and police department personnel, Board of Health staff , and Building Inspectors), the shelter costs allocated to them shall be reduced by the value of those services; but in no case shall that reduction exceed the value of the total cost allocation to the Participating Municipality. Reductions for the value of municipal staff services shall be commensurate with their regular hourly rate, plus benefits. Community volunteers not acting in an official capacity on behalf of and under the supervision of the Participating Municipality, including members of regional volunteer organizations such as the Medical Reserve Corps, Community Emergency Response Team, or Disaster Animal Response Team, shall not be included for purposes of calculating a reduction in the regional shelter cost allocation.

- The Host Community shall also reserve the right to send an invoice and supporting documentation for all reasonable costs incurred to operate the regional shelter to any municipality whose residents were provided the services of the regional shelter, regardless of whether they have endorsed this Addendum, under the provisions of Section 11, Reimbursement, of the Western Massachusetts Intergovernmental Emergency Mutual Aid Agreement.

- In the event that the Regional Shelter Facility is owned by a party other than the Host Community (e.g., a School District), the costs incurred by the Facility Owner (including heat, electricity, janitorial services, nursing staff, etc.) shall be billed to the Host Community and included in the sheltering costs included in the invoices sent to all Participating Municipalities. These costs shall be reimbursable to the Facility Owner once payment on at least 75% of the outstanding invoices has been received by the Host Community.

- Cost recovery by the Host Community from the Participating Municipalities shall occur whether or not a federal or state disaster declaration is made. All records of activities and expenses of all Participating Municipalities associated with the opening, operation, and closing of a regional shelter shall be in a form consistent with state and federal requirements for reimbursement in the event that a state or federal disaster were declared. Any requests for reimbursement of expenses related to operating a regional shelter during a state or federal emergency shall be submitted by the individual Participating Municipalities and/or the School District to the appropriate state and federal agencies for their share of the expenses.

Shelter Operations

INCIDENT COMMAND

Regional Shelters should follow the established incident command structure (ICS) (as shown below), which can be scaled to meet varying demands. The ICS structure is accompanied by an extensive set of Job Action Sheets, which provide detailed guidance about roles and responsibilities. These are attached in Appendix E.
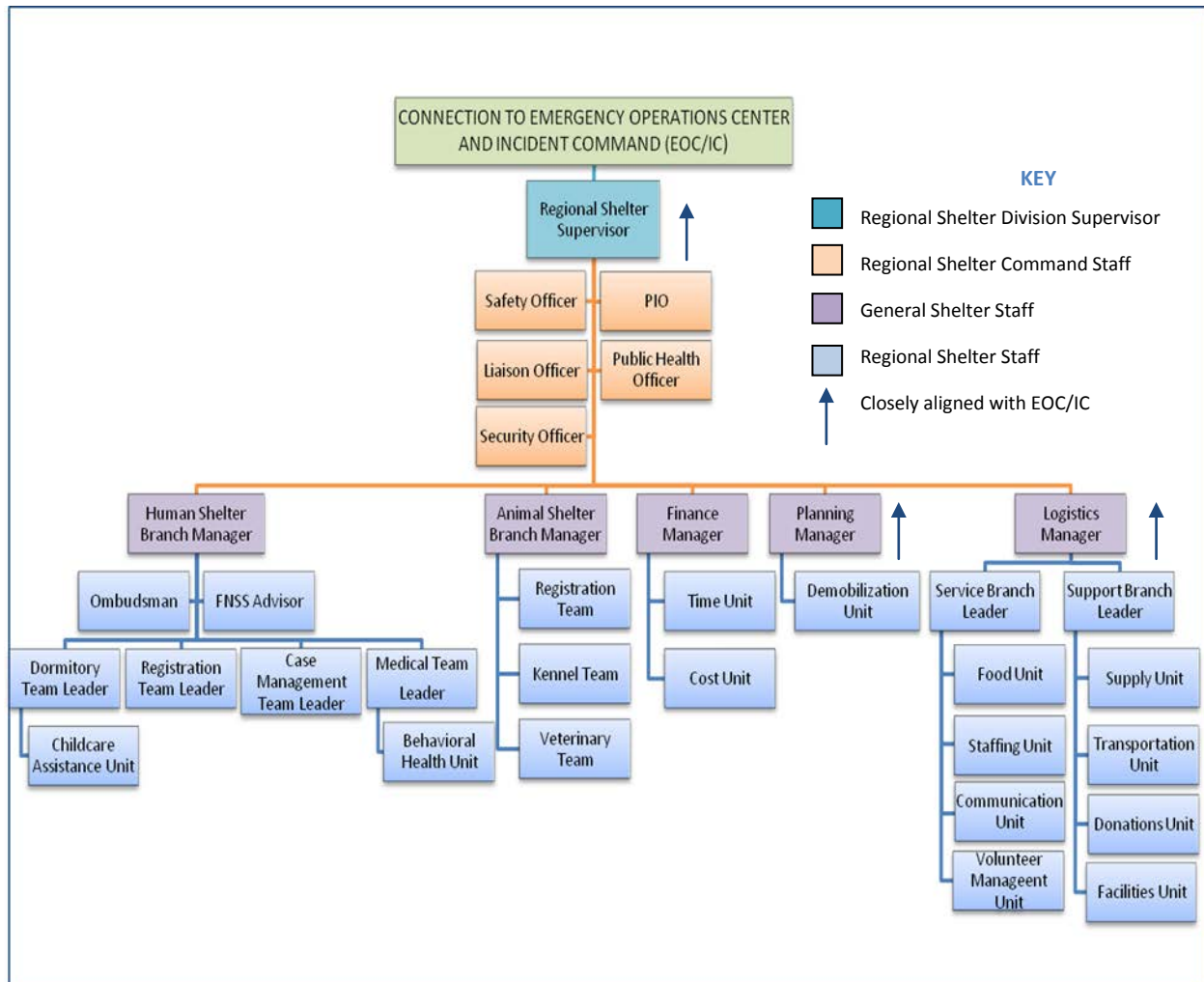
STANDARD OPERATING GUIDELINES

Shelter set-up and operations is described in detail in the Standard Operating Guidelines (SOG) located in Appendix D.

The Standard Operating Guidelines focus on three key areas:

INITIAL RESPONSE ACTIONS

- Initial Assessment of the Event: need and level of mass care/sheltering required
- Relevant Response Partners: LHD, EMD, CEO, MRC, Interpreter Strike Team

- Command and Control: clarify who is in charge/responsible for Mass Care
- Risk Communications and Emergency Public Information and Warning
- Emergency Plans, Policies and Procedures, including financial protocols

OPERATIONS

- Incident Command Roles: who is doing what
- Shelter Facility Walk-through/Assessment: is the shelter safe and adequate
- Shelter Logistical Needs and Resources, including Volunteers
- Shelter Set-up and Open
- Volunteer Management Systems/Policies
- Transportation Needs
- Operations: Health, Safety , Functional Needs and begin Case Management
- Operational Period plans and Shelter closing

RECOVERY

- Case Management: new normal transition - home, temporary housing, long term care
- Lift Orders and shelter cleaning and closing
- recovery and return to normal operations
- Forms and e After Action Report and Improvement Plan

POLICIES AND PROCEDURES

	Shelter Policy Checklist
	Statewide Policy Guidelines
☒	No one may be turned away from any Regional Shelter
☒	Massachusetts will accept out of state medical licenses only when the individual is deployed through the Emergency System for Advance Registration of Volunteer Health Professionals (MSAR) through an EMAC request made by MEMA
	Requesting Resources from MEMA
☒	**Requesting Additional supplies** Shelter Branch Manager calls EOC to report dwindling inventories • Local EOC contacts other Regional Shelters to assess inventories • Local EOC contacts regional MEMA office to request additional materiel. • Regional MEMA office relays request to other communities in the region OR to the state emergency operations center (SEOC), depending on nature of incident.
☒	**Authorization to Distribute Medication** Personnel authorized to dispense medication will be determined by the Shelter Branch Manager, in consultation with the Incident Commander in accordance with standing orders. Proof of credentials required. In Massachusetts, a pharmacist is not required to be present, as a waiver exists.
☒	**Procuring Prescriptions:**
☐	**Standing Orders:** The SHELTER operates under standing orders from the local medical officer who is a registered physician. In state declared emergencies, standing orders and protocols will be issued by the Department of Public Health to medical practitioners. Altered standards of care may be issued by the State.
☒	**Unaccompanied Minors** Distribution services to unaccompanied minors will be at the discretion of the Incident Commander, in consultation with the Shelter Branch Manager, following due diligence or on a case by case basis, depending on the scope and nature of the incident requiring Shelter activation. Guidance will likely be issued by DPH or MEMA.
	Identification
☒	Shelter residents must produce an acceptable form of identification in order to be admitted. **Acceptable forms of identification include these original documents (not copies):** Driver's license State issued ID School identification card Valid passport **Unacceptable forms of identification:** Social security card Credit card Birth Certificate Expired passport Yearbook Written physical description

	Confidentiality/HIPPA?
☒	**Media:** No personnel associated with Shelter Operations will speak to the press without the express written authorization of the Incident Commander.
☒	**Media** ☐ will, ☒ will not be allowed at the Shelter site. Press conferences will be conducted at: [add location here]
☒	SHELTER personnel will protect patient/client confidentiality at all times. All staff and volunteers will sign a confidentiality agreement
	Authorization to use Shelter site
	☐ Facility agreement available [indicate location] ☐ Community Emergency Management Plan (CEMP) ☐ Other (specify)
	Procurement of Private Property
☒	The Massachusetts Civil Defense Act outlines the use of private property during a declared emergency. (See Background information templates for model orders). If you plan to use this, add more detail here.
	Use of Force
☒	Massachusetts 'Use of Force" policy guidelines for Law Enforcement, including the Community Caretaking doctrine and usual and customary force will be followed. [Add more detail here, based on security plan]
	Volunteer Requirements: Handling Spontaneous, Unidentified Volunteers
☒	All staff/volunteers will be credentialed and CORI/SORI checked before working at any shelter site. Criminal Offender Record Information 617-660-4640 http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori/ Sex Offender Registry Board 978-740-6400 http://www.mass.gov/eopss/agencies/sorb/
☒	All volunteers/staff must display visible official Shelter Identification at all times
☒	Spontaneous volunteers with proof of medical credentials will be allowed to serve in clinical capacity appropriate to their license/credential.
☒	Spontaneous volunteers, without a copy of their license and whose credentials cannot be verified will be assigned to non-clinical roles.
☒	Spontaneous volunteers ID will indicate that they are such. (Designated by a colored dot or other marker, approved by the IC) [Specify].
☐	Will not accept spontaneous, unidentified volunteers.
	Safety
☒	**PPE:** All staff and volunteers will use standard precautions at all times. Additional PPE requirements will be determined by the IC, in consultation with the medical Team Leader.
☒	**Force Protection**: Force Protection rosters will be determined by the Incident Commander.
☒	**Needle Stick**: Customary needle stick protocol will be followed.
☒	**Emergency Medical Services** will not necessarily be available. Check with Medical Team Leader.
☒	**First Aid** Each Regional Shelter site will maintain a First Aid Kit. Check with Medical Team Leader to determine who has access to this, who controls it, and other related policies.
☒	**AED.** Check individual facility descriptions to determine if AED is available. If it is, check with Medical Team Leader to determine who will have has access to it, who controls it, and other related policies.
☒	Emergency medical intervention for adverse reactions will be performed by EMS with their own equipment and supplies.

	Registered Sex Offenders in Disaster Shelters
☒	During shelter registration, the sex offender should disclose the information. Local law enforcement should work with registration staff and the security officer to determine what is best for the safety of those in the shelter. It will need to be reviewed on a case-by-case basis.
	Childcare Safety
☒	A child may never be alone and unaccompanied In the Childcare area, when children are present, at least two adults must be present at all times. No child should be left alone with one adult who is not its parent, guardian or caregiver.
☒	The Unit leader must be at least 21 years of age and all staff members must be at least 18 yrs.
☒	Children will only be released to the parent, guardian, caregiver or designee listed on the registration form.
☒	The parents, guardians or caregivers are responsible for identifying any special needs for the child/children (food allergies, behavioral issues, medications, etc.)
	Shelter Rules
	The following shelter rules will be enforced to protect all clients: Add rules as needed.
☒	Sign in entering the shelter.
☒	All visitors must sign in and sign out.
☒	You are responsible for your belongings. Keep valuable s locked in cars keep them with you, at all times. The shelter is not responsible for lost, stolen, or damaged items.
☒	Weapons are NOT permitted in the shelter (except those that may be carried by security personnel.)
☒	Alcohol or illegal drugs are NOT permitted in the shelter.
☒	Parents are responsible for controlling the actions and whereabouts of their children. Children may not be left unattended.
☒	Keep noise levels to a minimum during all hours of the day. Quiet hours are observed between 10:00 pm and 7:00 am.
☒	All clients must sign out before leaving the shelter.
☒	We appreciate you help with keeping the shelter neat and tidy.
	Personnel Policies
☒	Workers compensation policies for paid staff acting in an official capacity on behalf of and under the supervision of the Participating Municipality are those in place in that municipality.
☒	Other liability protections. To the extent that immunity does not apply, each Participating Municipality shall bear the liability for its own actions or those of its representatives and employees.
☐	Specify community emergency compensation policy
☐	Specify Flexible Work options policy for paid staff
	Stand Down Orders
☒	If at any time the Safety Officer or the Incident Commander issues a stand down order, the Shelter site will be deactivated.
	Regional Shelter Plan Documentation
☐	Regional Shelter Plan added to CEMP