

All Hazard Sheltering Plan



June 2019

NACCHO MRC Deployment Ready Pilot Project

Sheltering Mission Set

Mission Set: Provide emergency sheltering management, sheltering staff and other operations involving sheltering operation with a comprehensive guide to formulate and implant plans and procedures for shelter management.

Introduction: This plan is written as a all hazard plan. The intent is to ensure all citizens have access to a shelter that is safe, secure and has basic sanitation requirements regardless of the size, scope and type of work. The provided documents consist of tasks, roles and responsibilities that on capabilities of operating a single or dual shelter. Execute a point to point transfer. The plan will ensure volunteers are capable of being deployed on a local, state and national level. The skills of the volunteers should be able to be multi-trained and trained to stay in their individual scope of work. Volunteers can be identified and trained as Shelter Strike Teams.

Mission Set Title: Shelter Management Team		
Resource Description: Teams will be volunteers who are medical and non-medical. Teams will collaborate with partners wo can assist in general operations. The teams can train volunteers with specialized skill needed to support shelter operations.		
Resource Components:		
Personnel: Volunteers/personnel can be arranged as a group/team or the can be designated as an individual resource for a specific operation or mission when needed.	Type (use NIMS Resource Typing if applicable)	Licenses/Certifications Required? (yes/no) If yes, list requirement. YES: If medical personnel is requested, a current license must be listed. If a specific skill set is required of non-medical personnel and a license/training is required, this should also be listed.)
Training Requirements: List the minimum personnel training requirements to support mission by personnel type.	All personnel should have these training requirements: <ul style="list-style-type: none"> - FEMA: 100, 200, 700, 800, 368, 506 - MGT 405 Mobilizing Faith-Based Community Organizations in Preparing for Disasters - Bloodborne Pathogens Training - Psychological First Aid or Crisis Management - Cultural Awareness - Radio Operations - HIPPA and Ethics Training - Laws dealing with Registered Sex Offenders - Just in Time Training for Safety and Risk Management Precautions - Training for any special equipment (Example: Specific registration systems) - Service Animal Guidelines 	

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Equipment Required:	<ul style="list-style-type: none"> - Laptops - Registration software with tracking device and scanners - Identifying items such as colored vest and issued ID or ID bands - PPE required for roles - Radio one per logistical unit/or cell phones - Office Supplies (full copy supplied with attached documents) - Rolling Containers with supplies for each Logistical section such as (food services, registration, donation ect.) - Pre- Event MOU or agreements by agencies involved - Resource Manuel of agencies and 211 contact list - Communication forms and documents provided by team leader or partner agencies - Copy of handbook for volunteers and logistical teams - Call down system for volunteers and scheduling software - Cheat sheet for Acronyms commonly used by Emergency Management
Deployment Timeline:	<ul style="list-style-type: none"> - N + 48 hours - N + 6 hours Local - Provide shift rotation requirements before call-down
Requirements for Rotation of Personnel:	<p>Three (3) 8-hour shift which may vary and change depending on the incident and the length of the deployment.</p>
Pre-Planning Considerations:	<ul style="list-style-type: none"> - Training on a full-scale shelter operation and possible combination for the same operations with an evacuation training. - Meet the needs of any certain population that may be affected and implement it according to action that need to be taken. - Family Emergency Plan for volunteers.
Limiting Factors:	<ul style="list-style-type: none"> - Multi-State Event for logistics - Consumable Products such as medical supplies and lost equipment - Volunteers should not be deployed more than 2 weeks at a time - Impacted Area being the same base as large number of volunteers

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Resources to support mission set development:

- Example of Parish Plan
- Copy of all Job Action Sheets including Mission Statement and Job Descriptions for each Logistical Area of Shelter Operations
- Copy of Medical Protocols for individual MRC groups
- Equipment/supply lists
- Federal Emergency Management Agency (FEMA) www.fema.gov
- Guidance for the Selection and Use of Personal Protective Equipment in Healthcare Settings <https://www.cdc.gov/hai/pdfs/ppe/ppeslides6-29-04.pdf>
- Family Readiness Guide. Louisiana Department of Health and Hospitals. https://www.lava.dhh.louisiana.gov/clientdocs/Family_Readiness_Guide.pdf
- Disinfecting wells following an emergency <http://www.bt.cdc.gov/disasters/pdf/wellsdisinfect.pdf>
- Code of Conduct for NGOs in Disaster Relief <http://www.ifrc.org/publicat/conduct/>

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**Recommendations for Volunteer Deployment Standards
Calcasieu Medical Reserve Corps**

Provide your recommendations for activities related to MRC volunteer deployments using the template below. The items listed are examples and can be modified by your unit. Consider activities for pre-deployment, deployment, and post-deployment. Please include a link or reference to activities when applicable.

Activity	Pre-Deployment	Deployment	Post-Deployment
Volunteer Records	Records for volunteers will be housed with the local Medical Reserve Corps for volunteers to be deployed. Records and licensing should be up to date and including any specific job duties that may require a precise skill set.	Volunteers should always be identified with uniforms and a badge when being deployed. In some instances, a letter from the partner agency may be required.	There will be an evaluation after the deployment with MRC unit and agency to confirm volunteers acted within the scope of their work. Volunteers will also report on the experience and share their concerns for future deployments.
Activation Paperwork	There should be a MOU or an understanding between the local Emergency Management before volunteers are requested to volunteer. Volunteers should never activate on their own without the backing of the MRC unit to which they belong.	MRC will conduct a meeting and issue job assignments that are requested by the outside agencies. Volunteers will sign a document to confirm the agency requirements.	The volunteer group should always have a after action group meeting with MRC and agency who requested the deployment. All hours will be reported to the MRC unit and unit will coordinate with other agencies on outcome.
Notification Process	The Unit will be contacted by partner agency on deployment needs and standards.	Volunteers will be contacted by MRC unit with assignment. The unit will use the normal communication tool the unit is currently using.	Volunteer groups will report back to the MRC unit with notification the mission is complete.

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Resources:

- Examples of Groups that are deploying with my local unit: Many of these groups are large and have very specific missions within their groups.
- Search and Rescue: These groups have their own boats, trailers, and equipment they may need.
- Donation and delivery service to affected area: This is also the case where specific groups require little help with equipment. Units can provide backup equipment but are encouraged to partner with agencies that already own the equipment. MRC can provide the manpower and do all the Public Information piece on this kind of deployment.
- Clean up after a disaster: MRC can partner with nonprofits who are doing these services and provide the manpower. If a unit has the ability to store clean up supplies this can be a huge benefit not only the unit but the communities they serve. For example, the Red Cross will provide clean up kits and only require a list of people the kits are given to.
- Medical Strike Teams: Have a very strong leader incorporated into your strike team who is consistent and has strong leadership skill in the field. Never send someone on a deployment who cannot operate in ever-changing circumstances. Many medical volunteers can do well in a stable environment but cannot adapt in an ever-changing routine.
- The best resource is knowing your local and state agency heads. Attend meetings and include input to these agencies making and raising awareness of your capabilities as an agency and unit. Have a firm marketing plan for your unit to promote your past and present proficiencies.

Fundamental Objectives of Sheltering

1. Shelters provide a safe place for individuals and families affected by a disaster to sleep or rest and may offer, among other things, food, snacks, beverage, cots, blankets, sanitation facilities, safety, first aid and information on recovery efforts.
2. Shelters provide services to everyone in the community.
3. Shelter staff abide by principals of confidentiality when handling shelter resident information.
4. Shelter staff strive to accommodate the varying cultural and faith-based preferences of the residents. Such requirements could include variations in sleeping, eating, and other areas as well as the provision of space to meet and honor spiritual needs.
5. As required by the Americans with Disabilities Act (ADA) and other civil right laws, shelters must accommodate individuals with disabilities and those who support them. Take steps to ensure that every individual with a disability can fully use and enjoy the programs, services, activities, goods, facilities, privileges, advantages and accommodations provided by the shelter operator and their supporting agencies.
6. Shelter residents who need acute health care that extend beyond the capacity of a shelter should be provided access to a medical facility.

Form Updates

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Just in Time Training

Radios

The information provided in the training materials seems like common sense, but there are a few important tips to consider when using two-way radio communication in an emergency:

Less is more.	Be brief and efficient. Know what you are going to say before using the radio so you do not tie up the channels while you are thinking what to say.
Don't mind your manners.	It is not necessary to be polite, saying "please" and "thank you."
Repetition rocks.	Repeat back information you receive to confirm that you have heard the correct information.
No privacy policy.	Be aware that conversations are not private on these open channels and may be heard by others picking up your frequency.

General Information: How to Use the Radio

How to Use the Radio:	<ol style="list-style-type: none"> 1. Push and hold the transmit button before starting to talk. Wait a few seconds before you start talking. Hold the radio 3-4 inches away from your mouth. 2. Do not yell into the radio. Speak slowly and clearly. 3. Remember only one person can talk at a time. 4. Simultaneous communication will cancel each talker out, and both talkers will be unaware that their message did not go through.
What to Say:	<ol style="list-style-type: none"> 1. Communicate where you are and your request/problem. 2. Use location identifiers. 3. Know what you want to say before you press the transmit button.
How to Say it:	<ol style="list-style-type: none"> 1. Be brief and efficient: Reduce the use of air time as much as possible. 2. Keep the length of the transmission to a minimum. 3. Communicate essential information only. 4. Use this standard protocol for speaking: <ol style="list-style-type: none"> a. Sender – Hey Fred, it is me George. (Receiver's name first, then yours.) b. Receiver – Go ahead, George. c. Sender – State the message (only pertinent, specific information). d. Receiver – Repeat the information back. e. Sender – Correct or confirm the information. f. Receiver – Simply states what will be done.

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Disaster Psychology

Definitions

Disaster Psychology	The psychological impact of a disaster on rescuers and victims, and how to provide “psychological first aid.”
Caring for yourself, Your Buddy, and Victims	Steps one can take individually and as before, immediately following, and after a disaster.

General Information

1. Stress the need for workers, members to prepare themselves for their role during and following a disaster by learning about the possible impact of disaster on them and other, emotionally and physically. This knowledge will help members understand and manage their reactions to the event and to work better with others.
2. Remind the group that they recently learned about team organization concepts that can help them both operationally and psychologically. Working together and looking out for each other is an important aspect of successful teams.
3. Vicarious Trauma: The process of change in the rescuer resulting from empathic engagement with survivors is an “occupational hazard” for helpers. You may be overidentifying with the survivors against taking feelings as their own. The group that is taking ownership of others’ problems will compound their own stress and affect the overall effectiveness. Shelter staff must be alert to signs of disaster trauma in themselves, as well as in disaster victims, so that they can take steps to alleviate stress.

Psychological Symptoms

<input type="checkbox"/>	Irritability or anger
<input type="checkbox"/>	Self-blame or the blaming of others
<input type="checkbox"/>	Isolation and withdrawal
<input type="checkbox"/>	Fear of recurrence
<input type="checkbox"/>	Feeling stunned, numb, or overwhelmed
<input type="checkbox"/>	Feeling helpless
<input type="checkbox"/>	Mood swings
<input type="checkbox"/>	Sadness, depression, and grief
<input type="checkbox"/>	Denial
<input type="checkbox"/>	Concentration and memory problems
<input type="checkbox"/>	Relationship conflicts/marital discord
<input type="checkbox"/>	Loss of appetite
<input type="checkbox"/>	Headaches or chest pain
<input type="checkbox"/>	Diarrhea, stomach pain, or nausea
<input type="checkbox"/>	Hyperactivity
<input type="checkbox"/>	Increase in alcohol or drug consumption
<input type="checkbox"/>	Nightmares

<input type="checkbox"/>	The inability to sleep	
<input type="checkbox"/>	Fatigue or low energy	
Reducing Stress		
<input type="checkbox"/>	Get enough sleep.	
<input type="checkbox"/>	Exercise.	
<input type="checkbox"/>	Eat a balanced diet.	
<input type="checkbox"/>	Balance work, play, and rest.	
<input type="checkbox"/>	Allow yourself to receive as well as give. Remember that your identity is broader than that of a helper.	
<input type="checkbox"/>	Connect with others.	
<input type="checkbox"/>	Use spiritual resources.	
Phases of a Crisis		
1	Impact	In the impact phase, survivors do not panic and may, in fact, show no emotion.
2	Inventory	The inventory phase immediately follows the event. Survivors assess damage and try to locate other survivors. During this phase, routine social ties tend to be discarded in favor of the more functional relationships required for initial response activities (e.g., search and rescue).
3	Rescue	In the rescue phase, emergency services personnel (including CERTs) are responding and survivors are willing to take their direction from these groups without protest. This is why CERT identification (helmets, vests, etc.) is important.
4	Recovery	In recovery phase, the survivors appear to pull together against their rescuers, the emergency services personnel.
<i>Tell the participants that they should expect that survivors will show psychological effects from the disaster and that they should expect that some of the psychological warfare will be directed toward them.</i>		
Working with Survivors' Trauma		
Stabilizing Individuals	<ul style="list-style-type: none"> - Assess the survivors for injury and shock. - Get uninjured people involved in helping. - Listening. - Empathizing. - Help survivors connect with natural support systems. 	
Provide Support by:	<ul style="list-style-type: none"> - <u>Listening</u> to them talk about their feelings and their physical needs. Victims often talk about what they've been through – and they want someone to listen to them. - <u>Empathizing</u>. Show by your responses that you hear their concerns. Victims want to know that someone else shares their feelings of pain and grief. - <u>Help survivors connect to natural support systems</u>, such as family, friends, or clergy. 	

Avoid Saying...	<ul style="list-style-type: none">- I understand.- Don't feel bad.- "You're strong/You'll get through this."- Don't Cry.- It's God's will.- "It could be worse..." or "at least you still have..."
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Stress that survivors that show evidence of being suicidal, psychotic, or unable to care for themselves should be referred to mental health professionals for support. (This will be infrequent in most groups of survivors.)

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Just in Time Training Psychological First Aid

If you're called upon to help in a disaster, here are the 8 steps recommended by disaster behavioral health professionals:

Be prepared, pragmatic, and flexible.	Know ahead of time what's going to be needed throughout the duration of the recovery period.
Promote a sense of safety.	Give survivors a sense of calm, hope, connectedness, and boost their feelings of being able to cope with the crisis.
Do no harm.	Know what strategies work and which do not. Consider the resources available in the community. Be sensitive to cultural differences among victims and respect their rights. Be open to feedback on your effectiveness.
Build on community resources.	Work with families, communities, schools, and friends to maximize the participation of everyone who's been affected.
Integrate with existing larger systems.	Design programming that will reach as many people as possible and reduce the stigma of seeking help. Avoid building stand-alone programs that replicate other available services.
Provide "stepped care."	Adjust the type of helping to the phase of the disaster. Early intervention calls for different strategies than later interventions.
Provide support that reaches out to the community.	Help the community understand what you are trying to do and frame your efforts in terms of the community's cultural, religious, memorial, and spiritual needs.
Provide a spectrum of services.+	Your intervention efforts should include assessment, Psychological First Aid, outreach, training, treatment for individuals showing signs of continued distress, and promotion of resilience.

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Shelter Rules for Guests

If you would like to participate at the shelter today, please review the following instructions and rules in order for you (or your child/dependent) to help make this a successful event.

Category	Rules
Registration	Please sign in at the registration area if you have not already done so. Registration is required so we have the records necessary to help you. All registration information is kept confidential. Please leave a forwarding address when relocating out of the shelter. This will allow our Individual Client Services and Welfare Information personnel to continue to assist you.
Smoking	You are not allowed to smoke, use matches, or use lighters inside the shelter.
Personal Belongings	We cannot assume responsibility for your belonging. We recommend that valuable be locked in your car, out of sight, if possible. If that is impossible, keep valuable items with you.
Pets	We understand that your pets are very important to you. Inform the shelter staff at the registration table if you have a pet that will need assistance or if you need help in locating a kennel for your pet. Service animals for people disabilities are not considered pets and will stay with the person requiring assistance.
Children	Parents are responsible for keeping track of and controlling the actions of their children and dependents. Please do not leave them unattended.
Medical Problems or Injuries	Notify our staff of any medications that you are taking. If you have a medical condition or are not feeling well, please contact the Disaster Health Services staff immediately.
Alcohol, Drugs, or Weapons	You are not allowed to possess or use alcohol or illegal drugs in any part of this shelter. No weapons are allowed in the shelter, except those of designated police or security staff.
Volunteering to Help	Shelter residents may be asked to help in the shelter. There are many jobs that do not require special skills or training. Please see the staff if you would like to help,
Telephones and Other Communication Devices	The shelter building phones are reserved for communications with emergency authorities and Town Officials. Charging stations may be set up to allow for you to charge your electronic devices.
Housekeeping	Please help us keep our temporary home clean. Please pick up after yourself and help us with cleanup when possible. Food and drinks, other than water, are not allowed in the sleeping area.
Quiet Hours	Quiet hours are enforced in the seeping areas between the posted hours. However, sleeping areas should be kept as quiet as possible at all times of the day. Some shelter residents may work night shifts or may not feel well and want to sleep during the day.
News media	The media representatives often visit shelters during disaster operations. They are allowed to enter the shelter and to request interviews or photographs. They will ask your permission first, and it is your right to refuse. Please report any problems with the media to the shelter manager.

Special Requirements	If you have any special requirements such as a special diet, please contact the staff.
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Problems and Complaints	Please direct all comments about the shelter operation to the shelter manager or shift supervisor.
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Shelter Supplies/ Resource Sheet

General Information

The table below provides a list of equipment and supplies needed to support shelter operations. These resource needs may change based on needs of the shelter residents as well as the type of hazard or threat. Some supply items such as office and cleaning supplies will be required for more than one aspect of shelter operations. In order to be concise and to encourage shared use of those supplies, such items may not be listed under each of the relevant categories listed below.

Entrance and Registration

<input checked="" type="checkbox"/>	Item	Comments
<input type="checkbox"/>	Portable ramps	
<input type="checkbox"/>	Tables	Ensure there are enough tables to allow space for privacy while registering shelter residents. Also, allow for enough tables for health care officials to conduct interviews with clients.
<input type="checkbox"/>	Chairs	Two chairs will be placed on the client side of the table and one chair for the registration staff side of the table.
<input type="checkbox"/>	Registration forms	Ensure all forms are present with multiple copies, including shelter resident, staff, medical, volunteer registration forms, etc.
<input type="checkbox"/>	Pet shelter forms	Registration, rules for owners, etc.
<input type="checkbox"/>	Office supplies	Pads of paper, pencils & sharpeners, pens, sticky notes, scissors, tape, paper clips, stapler, staples, permanent markers, etc.
<input type="checkbox"/>	Signage	High visibility, proper signage for inside and outside. Should be posted outside the shelter to identify the shelter location and to indicate the entrance that should be used to enter. Should also be used to designate the different areas such as dormitory, play area, etc. Should also be used to communicate shelter rules.
<input type="checkbox"/>	Storage containers	Various sizes may be required for different uses.
<input type="checkbox"/>	Tracking system	Volunteers and staff must be tracked via vests and wrist bands.
<input type="checkbox"/>	Computer system	Computer(s) with internet access & registration system.
<input type="checkbox"/>	Printer, ink, & paper	A portable printer with sufficient paper and extra ink.
<input type="checkbox"/>	Clip boards	

Dormitory

<input checked="" type="checkbox"/>	Item	Comments
<input type="checkbox"/>	Cots/mats	Adequate number of cots/mats for shelter residents and staff. Twenty percent of cots/mats should be sturdier and/or accessible for those with a specific need for them. Extra cots/mats should be available in case they malfunction or become soiled.
<input type="checkbox"/>	Cots (accessible)	Accessible cots are higher, wider, and sturdier than standard cots for general populations.
<input type="checkbox"/>	Blankets	Two blankets for each shelter resident and overnight staff plus extras. May be substituted with sleeping bags.
<input type="checkbox"/>	Egg crate foam	Foam pad for mattresses.

<input type="checkbox"/>	Fans	For keeping residents cool.
Service Animals/Pet Areas		
<i>Please note that service animals should remain with their owners at all times.</i>		
<input checked="" type="checkbox"/>	Item	Comments
<input type="checkbox"/>	Flea spray	
<input type="checkbox"/>	Microchip scanner	
<input type="checkbox"/>	Animal first aid book	
<input type="checkbox"/>	Animal carriers	Ranging in size and stackable if possible.
<input type="checkbox"/>	Animal bedding	
<input type="checkbox"/>	Muzzles	
<input type="checkbox"/>	Leashes & collars	Various sizes.
<input type="checkbox"/>	Harnesses	
<input type="checkbox"/>	Storage containers	
<input type="checkbox"/>	Feeding dishes	Disposable for cats and dogs.
<input type="checkbox"/>	Plastic gloves	Latex-free if possible.
<input type="checkbox"/>	Heavy duty gloves	
<input type="checkbox"/>	Cleaners/Disinfectants	
<input type="checkbox"/>	Plastic sheeting	
<input type="checkbox"/>	Cat litter and trays	Disposable trays if possible.
<input type="checkbox"/>	Animal waste bags	
<input type="checkbox"/>	Dog and cat toys	
<input type="checkbox"/>	Can openers	Not to be used in the kitchen. For use with animal supplies only.
<input type="checkbox"/>	Air deodorant	
<input type="checkbox"/>	Heavy duty garbage bags	
<input type="checkbox"/>	Trash cans	
<input type="checkbox"/>	Fans	For keeping pet areas cool.
Personal Items		
<input checked="" type="checkbox"/>	Item	Comments
<input type="checkbox"/>	Diapers	Various sizes for adults and children.
<input type="checkbox"/>	Baby wipes	Preferably unscented due to potential skin sensitivities.
<input type="checkbox"/>	Baby bottles	
<input type="checkbox"/>	Pacifiers	
<input type="checkbox"/>	Baby blankets	
<input type="checkbox"/>	Diaper cream/baby ointment	
<input type="checkbox"/>	Nursing pump & milk storage bags	Can be a manual pump or hospital grade electric pump with personal tubing for each user.
<input type="checkbox"/>	Personal wipes	Preferably unscented due to potential skin sensitivities.
<input type="checkbox"/>	Hair brushes & combs	
<input type="checkbox"/>	Comfort items/toiletries	Toothpaste, toothbrushes, toothbrush holders, soap, mouth wash, razors, shaving cream, lip balm (such as ChapStick), ponytail holders, deodorant, shampoo, facial tissues, etc.
<input type="checkbox"/>	Feminine hygiene	Various types feminine hygiene products will be needed.
<input type="checkbox"/>	Rinse-free shampoo/body wash	Primarily for individuals with limited mobility or confined to a wheelchair.

<input type="checkbox"/>	Socks	Various sizes from infant to adult.
<input type="checkbox"/>	Towels & wash cloths	Laundry services may not be available, depending on the location. Partnerships with laundromats or non-profits may be required to launder towels and wash cloths.
<input type="checkbox"/>	Contact solution/cases	
<input type="checkbox"/>	Eye drops	
Play Areas		
<input checked="" type="checkbox"/>	Item	Comments
<input type="checkbox"/>	Toys/games	Appropriate for different age groups.
<input type="checkbox"/>	Children's books	Appropriate for different age groups.
<input type="checkbox"/>	Coloring books/ crayons	
<input type="checkbox"/>	Television & DVD player	
<input type="checkbox"/>	Children's DVDs	All videos should be family friendly (ideally rated G or PG).
Restrooms		
<input checked="" type="checkbox"/>	Item	Comments
<input type="checkbox"/>	Toilet paper	
<input type="checkbox"/>	Paper towels	Most supplies are usually already initially available in the facility. Resupply may be necessary.
<input type="checkbox"/>	Hand soap	
<input type="checkbox"/>	Raised toilet seat	For bathrooms that are not already equipped with ADA equipment.
<input type="checkbox"/>	Shower chair	
Communications		
<input checked="" type="checkbox"/>	Item	Comments
<input type="checkbox"/>	Television	Television should have ability to access news media at a minimum.
<input type="checkbox"/>	Bulletin board	For posting communications to residents.
<input type="checkbox"/>	Push pins/thumb tacks	For postings on the bulletin board.
<input type="checkbox"/>	Public telephone	For shelter residents.
<input type="checkbox"/>	Telephone book	A local telephone book should be provided in the event that internet access is unavailable for residents to look up numbers online.
<input type="checkbox"/>	Public computer/ internet	For shelter residents.
<input type="checkbox"/>	Two-way radios	For shelter staff.
<input type="checkbox"/>	Public Address System	A public address system should be available to make announcements to the public when necessary.
Kitchen		
<input checked="" type="checkbox"/>	Item	Comments
<input type="checkbox"/>	Food service gloves	Various sizes needed.
<input type="checkbox"/>	Cleaning supplies	General purpose cleaners and disinfectant cleaners needed.
<input type="checkbox"/>	Paper goods	Hot and cold cups, dinner and snack plates, and napkins.
<input type="checkbox"/>	Plastic ware	Forks, spoons, knives.
<input type="checkbox"/>	Serving utensils	Serving spoons and forks, knives, pasta ladle, etc.

<input type="checkbox"/>	Cooking tools	Pots and pans (if food is not being brought in).
<input type="checkbox"/>	Can openers	
<input type="checkbox"/>	Cambros	Insulated containers for maintaining food temperatures.
<input type="checkbox"/>	Drinking straws	
<input type="checkbox"/>	Ice	
<input type="checkbox"/>	Baby formula/food	Nursery water will be needed to mix with baby formula.

Health Area

Potential vendors include: Walgreen's, CVS, Walmart, Carmichael's Pharmacy & Medical Equipment

<input checked="" type="checkbox"/>	Item	Comments
<input type="checkbox"/>	Health registration forms	
<input type="checkbox"/>	Cots/mats	
<input type="checkbox"/>	Blankets	
<input type="checkbox"/>	Ice packs	
<input type="checkbox"/>	Nursing kit	Filled with first aid supplies, blood pressure supplies, glucometer & test strips, etc.
<input type="checkbox"/>	I-95 Mask	To be used for residents with unexplained coughs.
<input type="checkbox"/>	Hard candy	For diabetic patients.
<input type="checkbox"/>	Medical wraps and bandages	
<input type="checkbox"/>	Plastic gloves	Latex free.
<input type="checkbox"/>	Plastic and regular syringes	This would include insulin syringes.
<input type="checkbox"/>	First aid supplies	Alcohol swabs, gauze, adhesive bandages, medical tape, splints, tweezers, medical scissors, saline solution, anti-bacterial ointment (such as Neosporin), eye drops, thermometer with disposable probe covers, etc.
<input type="checkbox"/>	Oxygen	Set-ups for individual use.
<input type="checkbox"/>	Refrigerator	For drug and medical use only.
<input type="checkbox"/>	Expanded medical supplies	Includes insulin, D50, IV/TPN supplies.
<input type="checkbox"/>	Medical waste disposal	Red bags, sharps containers, etc.
<input type="checkbox"/>	Disposable linens	
<input type="checkbox"/>	Nebulizer & tubing	All patients will require their own tubing and masks.
<input type="checkbox"/>	AED Machine	

Mobility Equipment

<input checked="" type="checkbox"/>	Item	Comments
<input type="checkbox"/>	Wheelchairs	
<input type="checkbox"/>	Walkers	
<input type="checkbox"/>	Canes	
<input type="checkbox"/>	Tools	Tools required for basic wheelchair repair, including duct tape.

Safety Equipment

<input checked="" type="checkbox"/>	Item	Comments
<input type="checkbox"/>	Orange safety cones	
<input type="checkbox"/>	Wet floor signs	

<input type="checkbox"/>	Fire extinguisher	
<input type="checkbox"/>	Caution tape	Rope off areas where residents are not permitted.
<input type="checkbox"/>	Staff vests	To easily identify shelter staff.
Miscellaneous		
<input checked="" type="checkbox"/>	Item	Comments
<input type="checkbox"/>	Safety pins	Various sizes may be required.
<input type="checkbox"/>	Extension cords	Ensure that extension cords are being used appropriately. An indoor extension cord should not be used outdoors. They should not be overloaded beyond amperage specifications.
<input type="checkbox"/>	Plug adapter	For use with extension cords or other equipment that needs to be plugged in.
<input type="checkbox"/>	Utility knife	Extra blades for utility knife/box cutter should be included.
<input type="checkbox"/>	Label maker	
<input type="checkbox"/>	Jump drive	
<input type="checkbox"/>	Batteries	An assortment of various sizes will be needed.
<input type="checkbox"/>	Flashlights	
<input type="checkbox"/>	Resource manual	
<input type="checkbox"/>	Tape	Duct tape and masking tape should be available.
<input type="checkbox"/>	Hand sanitizer	Should be liberally available, especially in registration area. Must be kept out of reach of children.
<input type="checkbox"/>	Staff telephone	
<input type="checkbox"/>	Staff computer/ internet	
<input type="checkbox"/>	Janitorial supplies	Mops, buckets, disinfectant, vomit cleaners, etc.
<input type="checkbox"/>	Walkman or other items with headphones	For people with cognitive or sensory overload. Could be substituted with noise cancelling head phones.
<input type="checkbox"/>	Coolers	
Form Updates		
Update #	Date	Description of Change(s)
1	05/14/2019	Document created.

Protocol for Service Animals

Job Action Sheet

Mission

The dog must be trained to take a specific action when needed to assist the person with a disability.

Job Description

A person with diabetes may have a dog that is trained to alert them when their blood sugar reaches high or low levels. A person with depression may have a dog that is trained to remind them to take their medication or, a person with epilepsy may have a dog that is trained to detect the onset of a seizure then help the person remain safe during a seizure.

Questions Shelter Workers May Legally Ask About a Service Animal

1	Is the dog a service animal required because of a disability?
2	What work or task has the dog been trained to perform?
3	Note: Staff are not allowed to request any documentation for the dog, require the dog demonstrate its task, or inquire about the nature of the person's disability.
4	An emotional support, therapy, comfort, or companion animal are not considered service animals under the ADA.

Steps to Accommodate Service Animals and Their Owners in Shelter

<input type="checkbox"/>	Ask the owner for basic information about themselves and the service animal.
<input type="checkbox"/>	Ask owner for proof of vaccinations for the service animals.
<input type="checkbox"/>	Rabies vaccinations should be required or a letter from their vet with lab results to verify the service animal has protective titers for rabies.
<input type="checkbox"/>	The other vaccinations suggested are Distemper, Hepatitis, Leptospirosis, Parvo, Parainfluenza, Bordetella (these vaccinations protect the animal).
<input type="checkbox"/>	Identify an area away from the general population of the shelter for the owner and service animal to be housed. A separate room is ideal.
<input type="checkbox"/>	Identify the area as housing the service animal with signage.
<input type="checkbox"/>	Ensure that the service animals and owners have enough space for a cot for the owner and a crate for the service animal.
<input type="checkbox"/>	Ensure the owner has supplies such as food and water bowls, animal waste bags, and needed medication for service animal.
<input type="checkbox"/>	Designate a potty area for the service animal that is accessible to the owner.
<input type="checkbox"/>	Ask if the owner can accompany the service animal to the potty area and if they are able to use an animal waste bag to clean up after their service animal or if will they need assistance.
<input type="checkbox"/>	Educate shelter workers and the residents of the shelter that this is a service animal not a pet. The owner should always be consulted before the service animal is touched.
<input type="checkbox"/>	Identify a local veterinarian facility or facilities (daytime and emergency nighttime facilities) that will accept the service animal if veterinarian care is required. Provide the contact information to the service animal owner.
<input type="checkbox"/>	If possible, have a local veterinarian visit with the service animal to ensure their needs are met and document the visit.

Form Updates

Update #	Date	Description of Change(s)
1	05/14/2019	Document created.

Safety Job Action Sheet

Mission

Guarantee the safety of staff, patients, and visitors including implementing strict infection control procedures and insuring preservation of sanitary conditions. Organize and enforce facility protection and traffic security.

Job Description

The safety officer uses emergency authority to halt unsafe actions in current operations. Responsible for overall safety. Enforce all shelter rules and policies regarding risk management.

Reporting Information

Name	
Title	
Cell Phone	
Email	
Other	

Required Job Actions

<input type="checkbox"/>	Read this entire Job Action Sheet and review the organizational chart.
<input type="checkbox"/>	Put on position identifying vest.
<input type="checkbox"/>	Obtain briefing from Commander.
<input type="checkbox"/>	Implement the facilities disaster plan emergency lockdown policy and personnel identification policy.
<input type="checkbox"/>	Establish ambulance entry and exit routes.
<input type="checkbox"/>	Identify and assess hazards. Keep health and safety staff alert to report all hazards and unsafe conditions to the safety officer.
<input type="checkbox"/>	Establish a pool of runners and ensure distribution of two-way radios to pre-designated areas if needed.
<input type="checkbox"/>	Use pre-established message forms to document all communication.
<input type="checkbox"/>	Receive and hold all documentation related to internal facility communications. Initiate fire and police agencies through the PIO/liaison officer, when necessary.
<input type="checkbox"/>	Monitor and document all communications sent and received from Site.
<input type="checkbox"/>	Obtain aides as necessary from Labor Pool if needed.
<input type="checkbox"/>	Advise the shelter manager immediately of any unsafe, hazardous, or any security related conditions.
<input type="checkbox"/>	Attend assessment meeting with EOC.
<input type="checkbox"/>	Order start up supplies and equipment and request any support needed.
<input type="checkbox"/>	Communicate evacuation plans to shelter workers. Shelter workers should be aware of those needing special assistance and assist them.
<input type="checkbox"/>	Resolve staff conflicts and/or recognize when a conflict must be referred to a higher level.
<input type="checkbox"/>	Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.

<input type="checkbox"/>	Ensure proper shelter identification both inside and outside shelter.
<input type="checkbox"/>	Coordinate with Planning Section Chief plans for demobilization.
<input type="checkbox"/>	Assist with restoring facility to pre-event conditions.
<input type="checkbox"/>	When relieved, hand in all documents, including Job Action Sheet with feedback, to the person you reported to.
<input type="checkbox"/>	Participate in scheduled debriefing at shift change or closing of facility.
<input type="checkbox"/>	Return identification including vest, ID badge, etc.
<input type="checkbox"/>	Sign in equipment.
<input type="checkbox"/>	Pick up exit materials, as appropriate.

Form Updates		
Update #	Date	Description of Change(s)
1	05/14/2019	Document created.

Communications Job Action Sheet

Mission

Organize and coordinate internal and external communications. Act as custodian of all logged and documented communications. Function as incident contact person for representatives from other agencies.

Job Description

Effective and inclusive communication is critical for a successful shelter operation. All communication should be made available in alternate formats for non-English speakers and for individuals with hearing or visual disabilities. Individuals with speech, intellectual and cognitive disabilities, as well as those who are deaf and hard of hearing, have different requirements. Specific communication plans should be developed for each of the following audiences:

- Residents
- Shelter staff
- General public
- Media
- Local EOC
- Other officials

Reporting Information

Name	
Title	
Cell Phone	
Email	
Other	

Required Job Actions

<input type="checkbox"/>	Read this entire Job Action Sheet and review the organizational chart.
<input type="checkbox"/>	Put on position identifying vest.
<input type="checkbox"/>	Obtain briefing from Commander.
<input type="checkbox"/>	Establish a Communications Center if needed.
<input type="checkbox"/>	Assess current status of internal and external telephone systems.
<input type="checkbox"/>	Establish a pool of runners and ensure distribution of two-way radios to pre-designated areas if needed.
<input type="checkbox"/>	Use pre-established message forms to document all communication.
<input type="checkbox"/>	Receive and hold all documentation related to internal facility communications.
<input type="checkbox"/>	Monitor and document all communications sent and received from Site.
<input type="checkbox"/>	Obtain aides as necessary from Labor Pool if needed.
<input type="checkbox"/>	Review State and local emergency organizational charts to determine appropriate contacts and message routing.
<input type="checkbox"/>	Attend assessment meeting with EOC.
<input type="checkbox"/>	Obtain information to provide the State EOC upon request.
<input type="checkbox"/>	Establish communication with the EOC. Relay current status.

<input type="checkbox"/>	Establish a connection with liaison counterparts of each assisting and cooperating agency.
<input type="checkbox"/>	Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.
<input type="checkbox"/>	Assist the Operations Section Chief and Labor Pool Unit Leader in soliciting physicians and other personnel through communication networks.
<input type="checkbox"/>	Inventory any material resources that may be sent upon official request.
<input type="checkbox"/>	Coordinate with Planning Section Chief plans for demobilization.
<input type="checkbox"/>	Assist with restoring facility to pre-event conditions.
<input type="checkbox"/>	When relieved, hand in all documents, including Job Action Sheet with feedback, to the person you reported to.
<input type="checkbox"/>	Participate in scheduled debriefing at shift change or closing of facility.
<input type="checkbox"/>	Return identification including vest, ID badge, etc.
<input type="checkbox"/>	Sign in equipment.
<input type="checkbox"/>	Pick up exit materials, as appropriate.

Form Updates

Update #	Date	Description of Change(s)
1	05/14/2019	Document created.

Shelter Coordinator Job Action Sheet

Mission

The Shelter Coordinator is responsible for providing supervision and administrative support for actions within the shelter. Ensure that the needs of shelter occupants are being met. Ensure that the services provided are responsive to client needs. Take the lead on administration within the shelters.

Job Description

Coordinator will establish contact with all representatives and activate shelter operations when the command is given from the Executive Policy Group. The coordinator will be housed within the Emergency Command Center and work with all the logistical leads for the shelter management team.

Reporting Information

Name	
Title	
Cell Phone	
Email	
Other	

Required Job Actions

<input type="checkbox"/>	Read this entire Job Action Sheet and review the organizational chart.
<input type="checkbox"/>	Put on position identifying vest.
<input type="checkbox"/>	Obtain briefing from Commander.
<input type="checkbox"/>	Establish a Communications Center if needed.
<input type="checkbox"/>	Assess current status of internal and external telephone systems.
<input type="checkbox"/>	Arrange building for shelter operations and occupancy along with shelter manager.
<input type="checkbox"/>	Use pre-established message forms to document all communication.
<input type="checkbox"/>	Receive and hold all documentation related to internal facility communications.
<input type="checkbox"/>	Monitor and document all communications sent and received from site.
<input type="checkbox"/>	Obtain aides as necessary from Labor Pool if needed.
<input type="checkbox"/>	Set up meeting times to organize and brief staff. Conduct shelter meetings at site with shelter managers and leads.
<input type="checkbox"/>	Attend assessment meeting with EOC.
<input type="checkbox"/>	Order start up supplies and equipment and request any support needed.
<input type="checkbox"/>	Establish layout for shelter with the shelter manager and ensure everything is in place before the shelter is operational.
<input type="checkbox"/>	Resolve staff conflicts and/or recognize when a conflict must be referred to a higher level.
<input type="checkbox"/>	Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.
<input type="checkbox"/>	Report shelter occupancy level and report progress on residents.
<input type="checkbox"/>	Identify logistical personnel to oversee the demobilization of resources.
<input type="checkbox"/>	Coordinate with Planning Section Chief plans for demobilization and ensure that volunteer hour worksheets are turned into Finance Department.

- Assist with restoring facility to pre-event conditions.
- When relieved, hand in all documents, including Job Action Sheet with feedback, to the person you reported to.
- Participate in scheduled debriefing at shift change or closing of facility.
- Return identification including vest, ID badge, etc.
- Sign in equipment.
- Pick up exit materials, as appropriate.

FORM UPDATES

UPDATE #	DATE	DESCRIPTION OF CHANGE(S)
1	05/27/2019	Document created.

Shelter Manager Job Action Sheet

Mission

The Shelter Manager is responsible for providing supervision and administrative support for actions within the shelter. This person ensures that the needs of shelter occupants are being met.

Job Description

Manager will establish contact with facility representatives and activate the building when the premises are ready. Manager should maintain contact with the Incident Commander and project the staffing need and support requirements for the next 48 hours.

Reporting Information

Name	
Title	
Cell Phone	
Email	
Other	

Required Job Actions

<input type="checkbox"/>	Read this entire Job Action Sheet and review the organizational chart.
<input type="checkbox"/>	Put on position identifying vest.
<input type="checkbox"/>	Obtain briefing from Commander.
<input type="checkbox"/>	Establish a Communications Center if needed.
<input type="checkbox"/>	Assess current status of internal and external telephone systems.
<input type="checkbox"/>	Establish a pool of runners and ensure distribution of two-way radios to pre-designated areas if needed.
<input type="checkbox"/>	Use pre-established message forms to document all communication.
<input type="checkbox"/>	Receive and hold all documentation related to internal facility communications.
<input type="checkbox"/>	Monitor and document all communications sent and received from Site.
<input type="checkbox"/>	Obtain aides as necessary from Labor Pool if needed.
<input type="checkbox"/>	Set up meeting times with the shift supervisor, organize, and brief staff.
<input type="checkbox"/>	Attend assessment meeting with EOC.
<input type="checkbox"/>	Order start up supplies and equipment and request any support needed.
<input type="checkbox"/>	Establish layout for shelter.
<input type="checkbox"/>	Resolve staff conflicts and/or recognize when a conflict must be referred to a higher level.
<input type="checkbox"/>	Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.
<input type="checkbox"/>	Develop a schedule for feeding, lights out, shelter rules and information board for all residents to view.
<input type="checkbox"/>	Ensure proper shelter identification both inside and outside shelter.
<input type="checkbox"/>	Coordinate with Planning Section Chief plans for demobilization.
<input type="checkbox"/>	Assist with restoring facility to pre-event conditions.

<input type="checkbox"/>	When relieved, hand in all documents, including Job Action Sheet with feedback, to the person you reported to.
<input type="checkbox"/>	Participate in scheduled debriefing at shift change or closing of facility.
<input type="checkbox"/>	Return identification including vest, ID badge, etc.
<input type="checkbox"/>	Sign in equipment.
<input type="checkbox"/>	Pick up exit materials, as appropriate.

Form Updates

Update #	Date	Description of Change(s)
1	05/14/2019	Document created.

Shelter Manager

Site Layout and Set Up

When allocating space in shelter, consider establishing the following areas as well as the level of access to each area. Some areas will need to be restricted from the general population, such as supply storage areas. Post signs indicating that the building is a shelter as well as sign to direct people to different areas inside the shelter.

Areas

Parking	Areas for residents, staff, and volunteers.
Drop Off	Keep main entrance clear for emergency vehicles and accessible for resident drop off.
Waiting	Area to accommodate residents waiting to register including seats for those who are unable to stand. Position several tables and many chairs by main entrance to receive residents.
Services	Provide one table for health services and mental health services as well as volunteers.
Other	Use only one facility entrance if possible. Position staff at other entrance to direct shelter residents.

Required Job Actions

<input type="checkbox"/>	Provide proper signage around the building as well as in the building.
<input type="checkbox"/>	Make sure all proper inspections are carried out before the shelter opens or right after shelter opens when necessary.
<input type="checkbox"/>	Provide a proper area for children activities if the shelter stays open for any length of time.
<input type="checkbox"/>	Provide a separate area for snacks and beverages.
<input type="checkbox"/>	Set up sleeping area and ensure residents have assigned areas for sleeping. If applicable, coordinate the placement of cots and blankets in area.
<input type="checkbox"/>	Monitor the dormitory area to maintain a safe and quiet area to sleep/rest.
<input type="checkbox"/>	Set up a health service area with medical equipment and a specific triage area enclosed by curtains.
<input type="checkbox"/>	Set up an area for Special Needs if the need arises.
<input type="checkbox"/>	Have a separate area identified for Registered Sex Offenders.
<input type="checkbox"/>	Designate an area for communications for Media.
<input type="checkbox"/>	Include an area where charging stations can be activated.
<input type="checkbox"/>	Establish a safe place to store comfort kits for residents.

Form Updates

Update #	Date	Description of Change(s)
1	05/14/2019	Document created.

Shift Supervisor Job Action Sheet

Mission

Develop an action plan to accomplish the objectives. Plan alternative responses if the situation expands or current response is ineffective. Collects and evaluates any information. Anticipates and maintains needed resources.

Job Description

Provide administrative support for actions within the shelter. Ensure the needs of the shelter team are met and develop action plan to accomplish the objectives. Ability to handle multiple demands at once and make decisions. Capability to supervise diverse staff and maintain strong team building skills. Collect and evaluate information within the shelter.

Reporting Information

Name	
Title	
Cell Phone	
Email	
Other	

Required Job Actions

<input type="checkbox"/>	Read this entire Job Action Sheet and review the organizational chart.
<input type="checkbox"/>	Put on position identifying vest.
<input type="checkbox"/>	Set up meeting times with shift supervisors.
<input type="checkbox"/>	Ensure all positions are staffed.
<input type="checkbox"/>	Order start up supplies and equipment and request any support needed.
<input type="checkbox"/>	Serve as the representative to the staff and conduct staff meetings at the end of each shift.
<input type="checkbox"/>	Request additional personnel with staffing coordinator whenever needed.
<input type="checkbox"/>	Resolve staff conflicts and/or recognize when a conflict must be referred to higher level.
<input type="checkbox"/>	Receive and hold all documentation related to internal facility communications.
<input type="checkbox"/>	Work with other groups, such as material support services and staff support services to ensure smooth operations.
<input type="checkbox"/>	Obtain aides as necessary from Labor Pool if needed.
<input type="checkbox"/>	Review State and local emergency organizational charts to determine appropriate contacts and message routing.
<input type="checkbox"/>	Attend assessment meeting with Shelter Manager.
<input type="checkbox"/>	Ensure major events are recorded in the shelter log.
<input type="checkbox"/>	Establish a connection with liaison counterparts of each assisting and cooperating agency.
<input type="checkbox"/>	Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.
<input type="checkbox"/>	Evaluate security requirements and place support requests.
<input type="checkbox"/>	Inventory any material resources that may be sent upon official request.

<input type="checkbox"/>	Collect logs from each division to send to EOC.
<input type="checkbox"/>	Assist with restoring facility to pre-event conditions.
<input type="checkbox"/>	When relieved, hand in all documents, including Job Action Sheet with feedback, to the person you reported to.
<input type="checkbox"/>	Participate in scheduled debriefing at shift change or closing of facility.
<input type="checkbox"/>	Return identification including vest, ID badge, etc.
<input type="checkbox"/>	Sign in equipment.
<input type="checkbox"/>	Pick up exit materials, as appropriate.

Form Updates

Update #	Date	Description of Change(s)
1	05/14/2019	Document created.

Daily Shelter Report

General Information

This form must be filled out by the shift supervisor after each shift and turned into the Shelter Manager.

Facility Information

Facility Name:	Telephone:
Address:	City/State/Zip:

Shelter Management

Shelter Manager Name:	Date of Shift:
Shift Supervisor Name:	Time of Shift:

Shelter Population

Shelter Residents	Shelter Volunteers
Current # residents in shelter:	Current # volunteers in shelter:
New registrations today:	New volunteer registrations today:
Total # of registrations:	Total # of volunteer registrations:

Meals Served

Breakfast:	Special Diet Requirements/Other Notes:
Lunch:	
Supper:	
Total Meals:	
Snacks:	

Supplies

Materials	On Hand	# Needed	Other needs or any unusual situations:
Cots:			
Blankets:			
Comfort Kits:			
Cleanup Kits:			

Safety, Security, Housekeeping Check

Time of Check:

Comments:

Signatures

Prepared by (Signature):	Date:
Prepared by (Printed Name):	Time:
Received by (Signature):	Date:
Received by (Printed Name):	Time:

Form Updates

Update #	Date	Description of Change(s)
1	05/14/2019	Document created.

Food Services Job Action Sheet

Mission

Supervise the onsite food preparation and service for shelter residence and workers. Ensure the nutritional needs within the shelter are met.

Job Description

Shelter lead is responsible for identifying food service needs and communicating to the coordinator of those needs. Shelter lead shall oversee the disbursement of all meals.

Reporting Information

Name	
Title	
Cell Phone	
Email	
Other	

Required Job Actions

<input type="checkbox"/>	Read this entire Job Action Sheet and review the organizational chart.
<input type="checkbox"/>	Put on position identifying vest and obtain briefing from Commander.
<input type="checkbox"/>	Inspect the food preparation area at the shelter site and obtain any keys necessary to storage sites.
<input type="checkbox"/>	Coordinate logistics for food supplies, additional staff, or equipment needs. Coordinate with health services for any special dietary needs. Plan meals 2 to 3 days ahead of time.
<input type="checkbox"/>	Discuss the following with meal service leads: <ul style="list-style-type: none"> - Procedures for obtaining food - Supplies - Menus Meal schedules
<input type="checkbox"/>	Establish a beverage and snack service as soon as possible. Locate dining area near the serving area. Arrange to have tables and chair set up to accommodate the maximum number of persons expected to be served.
<input type="checkbox"/>	Use pre-established message forms to document all communication.
<input type="checkbox"/>	Establish a pool of runners and ensure distribution of two-way radios to pre-designated areas if needed.
<input type="checkbox"/>	Consider the following food service staff positions: <ul style="list-style-type: none"> - Kitchen and Logistics Supervisor - Cook and helpers - Food preparation workers - Dish washers and Clean-up crew
<input type="checkbox"/>	Establish a work schedule and assign shifts as necessary. Ensure your staff are assigned to and briefed on their specific duties. Keep menus simple and ensure there is enough food for everyone. Ensure that all food is eaten in food service area and is not taken out into other areas of the facility.

<input type="checkbox"/>	Advise the shelter manager immediately of any unsafe, hazardous, or any security related conditions.
<input type="checkbox"/>	Ensure that food areas are kept clean and sanitary.
<input type="checkbox"/>	Keep the shelter manager and shift supervisors informed as to the status of your food operation, reporting problems or needs, etc.
	Discuss with shelter manager how excess food will be handled.
<input type="checkbox"/>	Resolve staff conflicts and/or recognize when a conflict must be referred to a higher level.
<input type="checkbox"/>	Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.
<input type="checkbox"/>	Coordinate with Planning Section Chief plans for demobilization.
<input type="checkbox"/>	Ensure the kitchen and food service area is clean and restored to pre-disaster status.
<input type="checkbox"/>	When relieved, hand in all documents, including Job Action Sheet with feedback, to the person you reported to.
<input type="checkbox"/>	Participate in scheduled debriefing at shift change or closing of facility.
<input type="checkbox"/>	Return identification including vest, ID badge, etc.
<input type="checkbox"/>	Sign in equipment.
<input type="checkbox"/>	Pick up exit materials, as appropriate.

Form Updates

Update #	Date	Description of Change(s)
1	05/14/2019	Document created.

Transportation Job Action Sheet

Mission

Disaster Transportation may serve as a central clearinghouse for receiving request for transportation needs and then providing or coordinating transportation resources.

Job Description

A contingency plan to move people if a mass evacuation is required. Ensure the safe evacuation of persons using wheelchairs. This may require alternative arrangement with para transit service providers. The movement of shelter supplies and resources will also require transportation.

Name	
Title	
Cell Phone	
Email	
Other	

Required Job Actions

<input type="checkbox"/>	Read this entire Job Action Sheet and review the organizational chart.
<input type="checkbox"/>	Put on position identifying vest.
<input type="checkbox"/>	Obtain briefing from Commander.
<input type="checkbox"/>	Establish a Communications Center if needed.
<input type="checkbox"/>	Establish a pool of runners and ensure distribution of two-way radios to pre-designated areas if needed.
<input type="checkbox"/>	Establish an open dialog with other agencies who also have transportation vehicles.
<input type="checkbox"/>	Use pre-established message forms to document all communication.
<input type="checkbox"/>	Receive and hold all documentation related to internal facility communications.
<input type="checkbox"/>	Monitor and document all communications sent and received from Site.
<input type="checkbox"/>	Obtain aides as necessary from Labor Pool if needed.
<input type="checkbox"/>	Receive briefings from shift supervisors when applicable.
<input type="checkbox"/>	Attend assessment meeting with EOC.
<input type="checkbox"/>	Order start up supplies and equipment and request any support needed.
<input type="checkbox"/>	Coordinate with logistics and shelter personal to work closely to provide transportation resources for shelter residents. Work with community organizations to arrange shuttle services for shelter residents to link them to other public transportation systems or provide door to door services as needed and if available.
<input type="checkbox"/>	Resolve staff conflicts and/or recognize when a conflict must be referred to a higher level.
<input type="checkbox"/>	Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.
<input type="checkbox"/>	Set up assistance for residents who require assistance with transportation to and from medical providers.
<input type="checkbox"/>	Coordinate with Planning Section Chief plans for demobilization.

- Assist with restoring facility to pre-event conditions.
- When relieved, hand in all documents, including Job Action Sheet with feedback, to the person you reported to.
- Participate in scheduled debriefing at shift change or closing of facility.
- Return identification including vest, ID badge, etc.
- Sign in equipment.
- Pick up exit materials, as appropriate.

Form Updates

Update #	Date	Description of Change(s)
1	05/14/2019	Document created.

Transportation Request Form

General Information

Requests will be made my management staff or medical staff working in the shelter.

Facility Information

Facility Name:

Telephone:

Address:

City/State/Zip:

Transportation Request Details

Name of Requester

Date of Request

Time of Request

Name of Client

Client ID Number

Client Date of Birth

Additional Family Members to be Transported

Name of Pickup Location

Address of Pickup Location

Purpose of Trip

Check One:

Medical Need

Return Home

Other (please describe)

Name of Destination

Contact at Discharge Destination

Special Equipment Needed for Transportation

Check All that Apply:

Wheelchair

Para Transit

Stretcher

Other (please describe)

N/A

Will luggage or other personal effects need to be transported?

Yes (please describe)

No

Day and Time of Pickup

Day and Time of Return to Shelter (if applicable)

Was the transportation arranged?

Yes

No (please explain)

Requester Notified of Action?

Yes

No (please explain)

Date and Time of Notification

By whom was the requester notified?

Signatures

Prepared by (Signature):

Date:

Prepared by (Printed Name):

Time:

Registration Job Action Sheet

Mission

The registration team will ensure that all shelter occupants and volunteers are greeted and registered upon arrival. Complete legible and accurate information about the registries necessary to track the population and the support of any of the needs. Maintain a system of registries in and out of the shelter. Function as the general information desk.

Job Description

Ensure collection of complete and accurate registries information in a timely manner. Maintain a registration log and print a log at the end of each shift and turn over to shift supervisor. Be very vigilant with registration equipment and never leave unattended. Maintain a log for employees to sign in and out to identify hours worked for the incident.

Reporting Information

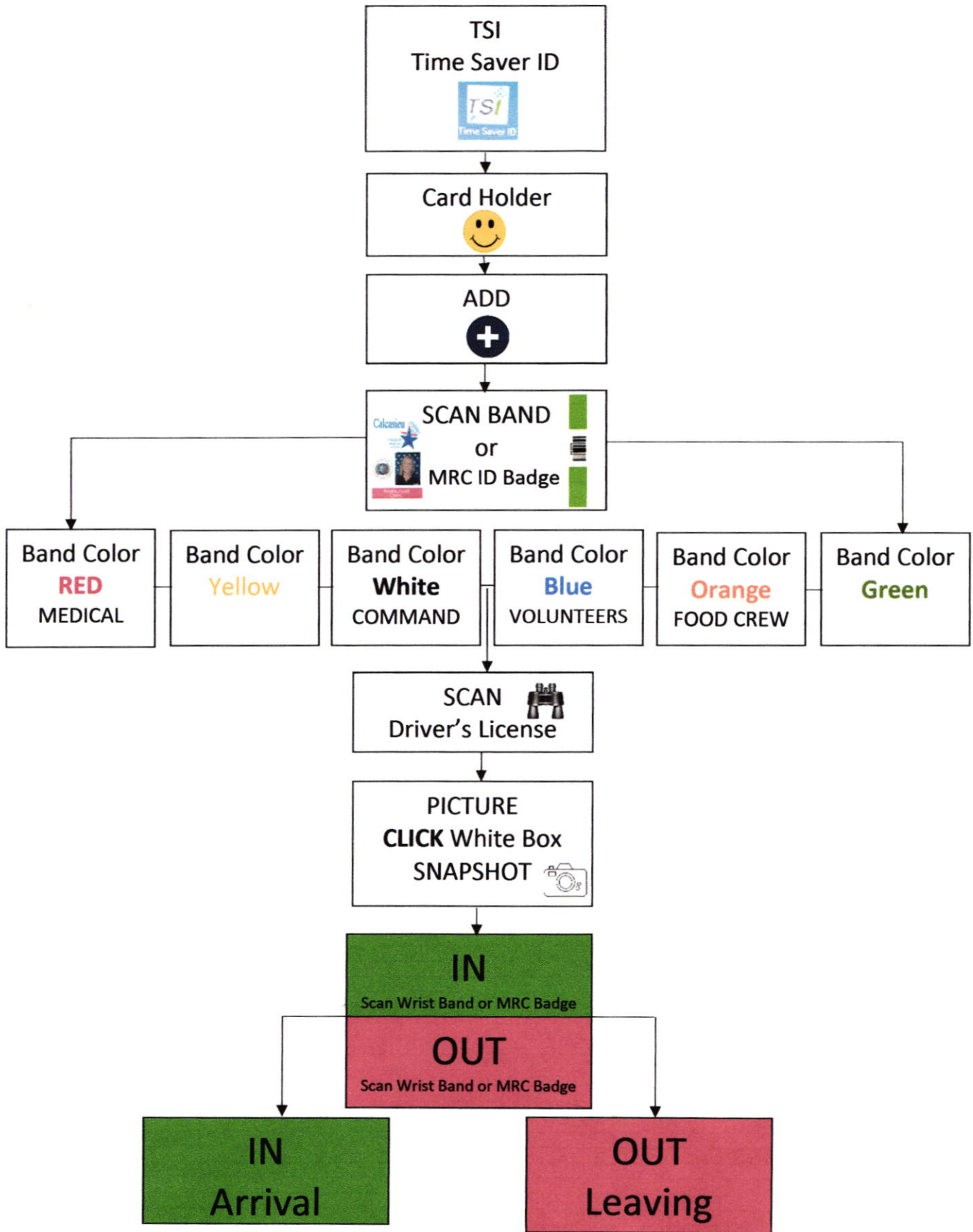
Name	
Title	
Cell Phone	
Email	
Other	

Required Job Actions

<input type="checkbox"/>	Read this entire Job Action Sheet and review the organizational chart.
<input type="checkbox"/>	Put on position identifying vest.
<input type="checkbox"/>	Set up and maintain registration equipment.
<input type="checkbox"/>	Obtain briefing from Incident Command and turn in report to shift supervisors at the end of each shift.
<input type="checkbox"/>	Identify additional registration needs and report them to shelter lead.
<input type="checkbox"/>	Access radios and review radio instruction included in your manual.
<input type="checkbox"/>	Familiarize self with site layout and personnel.
<input type="checkbox"/>	Provide support for use of the facility and ensure the safety of residents.
<input type="checkbox"/>	Remind registrants about the shelter rules.
<input type="checkbox"/>	Monitor and document all communications sent and received from Site.
<input type="checkbox"/>	Obtain aides as necessary from Labor Pool if needed.
<input type="checkbox"/>	Read the service animal rule that is included in your shelter handbook.
<input type="checkbox"/>	Attend assessment meeting with manager.
<input type="checkbox"/>	Order start up supplies and equipment and request any support needed.
<input type="checkbox"/>	Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.
<input type="checkbox"/>	Ensure proper shelter identification both inside and outside shelter.
<input type="checkbox"/>	If there is are non-English speakers in the shelter, identify someone to translate needed information.
<input type="checkbox"/>	If an individual arrives at the shelter with health needs, refer that person to Health Services as soon as the registration process is complete.

<input type="checkbox"/>	Coordinate with Planning Section Chief plans for demobilization.
<input type="checkbox"/>	Assist with restoring facility to pre-event conditions.
<input type="checkbox"/>	When relieved, hand in all documents, including Job Action Sheet with feedback, to the person you reported to.
<input type="checkbox"/>	Participate in scheduled debriefing at shift change or closing of facility.
<input type="checkbox"/>	Return identification including vest, ID badge, etc.
<input type="checkbox"/>	Sign in equipment.
<input type="checkbox"/>	Pick up exit materials, as appropriate.

Form Updates		
Update #	Date	Description of Change(s)
1	05/14/2019	Document created.



Shelter Resident Sign In/Out Form

Facility Location:			Date:		
Time In	Time Out	Name	(Optional) Where are you going?	Are you returning?	Emergency Contact Phone Number
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
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				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Shelter Staff Sign In/Out Form

Facility Location: _____

Date: _____

Time In	Time Out	Name	Shelter Position	Emergency Contact Phone Number

Shelter Visitor Sign In/Out Form

Facility Location:

Date:

Time In	Time Out	Name	Organization	Contact Information	Name of Escort	Follow-up Needed?	Notes
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
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						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	

Shelter Volunteer Sign In/Out Form

Facility Location:

Date:

Time In	Time Out	Name	Shelter Position	Emergency Contact Phone Number

Donations Manager Job Action Sheet

Mission

The Donations Manager is responsible for providing supervision and administrative support for actions within the shelter pertaining to donations. This person ensures that the needs of shelter occupants are being met.

Job Description

Manager will establish contact with facility representatives and assess any information on needs of the evacuees. Manager should maintain contact with the Incident Commander and project the population needs and support requirements during the event.

Reporting Information

Name	
Title	
Cell Phone	
Email	
Other	

Required Job Actions

<input type="checkbox"/>	Read this entire Job Action Sheet and review the organizational chart.
<input type="checkbox"/>	Put on position identifying vest.
<input type="checkbox"/>	Obtain briefing from Commander.
<input type="checkbox"/>	Establish a Communications Center if needed.
<input type="checkbox"/>	Make a list of necessities that are needed for the population and report findings to Donation Manager at the EOC. Upon this the Donation Manager will also give a list to communications team.
<input type="checkbox"/>	Prepare a list of participants or entities who will participate in donating needed supplies for shelter operations.
<input type="checkbox"/>	Use pre-established message forms to document all communication.
<input type="checkbox"/>	Receive and hold all documentation related to internal facility communications.
<input type="checkbox"/>	Monitor and document all communications sent and received from Site.
<input type="checkbox"/>	Obtain aides as necessary from Labor Pool if needed.
<input type="checkbox"/>	Attend meetings with the Shift Supervisor.
<input type="checkbox"/>	Attend assessment meeting with EOC.
<input type="checkbox"/>	Request any necessary supplies not on hand at shelter.
<input type="checkbox"/>	Establish layout for shelter and set up a place for handing out necessities that may be requested by residents.
<input type="checkbox"/>	Keep a detailed record of donation supplies as well as records indicating which donations are handed out and to whom.
<input type="checkbox"/>	Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.
<input type="checkbox"/>	In order to maintain neatness and organization within the shelter, have excess donations or donations that are not being used sent to the necessary warehouse(s).

<input type="checkbox"/>	Coordinate with Planning Section Chief plans for demobilization.
<input type="checkbox"/>	Assist with restoring facility to pre-event conditions.
<input type="checkbox"/>	When relieved, hand in all documents, including Job Action Sheet with feedback, to the person you reported to.
<input type="checkbox"/>	Participate in scheduled debriefing at shift change or closing of facility.
<input type="checkbox"/>	Return identification including vest, ID badge, etc.
<input type="checkbox"/>	Sign in equipment.
<input type="checkbox"/>	Pick up exit materials, as appropriate.

FORM UPDATES		
UPDATE #	DATE	DESCRIPTION OF CHANGE(S)
1	05/28/2019	Document created.

Medical Logistics Job Action Sheet

Mission

To ensure the facility and support needs are met, including staffing, supply, medical equipment, and other relevant material.

Job Description

Identify immediate resource needs such as computer systems, supplies etc. Set up and maintain the work area. Establish simple protocols for requesting and obtaining supplies and staffing.

Reporting Information

Name	
Title	
Cell Phone	
Email	
Other	

Required Job Actions

<input type="checkbox"/>	Read this entire Job Action Sheet and review the organizational chart.
<input type="checkbox"/>	Put on position identifying vest.
<input type="checkbox"/>	Obtain briefing from Commander.
<input type="checkbox"/>	Establish and maintain system for receiving and distribution of site supplies.
<input type="checkbox"/>	Establish a pool of runners and ensure distribution of two-way radios to pre-designated areas if needed.
<input type="checkbox"/>	Work with medical director to determine hours of operation and staff needs. Develop plan for ongoing staffing as needed.
<input type="checkbox"/>	Use pre-established message forms to document all communication. Report to shift supervisors during the incident.
<input type="checkbox"/>	Receive and hold all documentation related to internal facility communications.
<input type="checkbox"/>	Monitor and document all communications sent and received from Site.
<input type="checkbox"/>	Obtain aides as necessary from Labor Pool if needed.
<input type="checkbox"/>	Assess performance and make changes as necessary.
<input type="checkbox"/>	Insure coordination with finance and administration officer.
<input type="checkbox"/>	Confirm transportation requirements are met.
<input type="checkbox"/>	Attend assessment meeting with EOC.
<input type="checkbox"/>	Oversee training and oversee and orientation of staff.
<input type="checkbox"/>	Oversee the set up clinical unit work station.
<input type="checkbox"/>	Resolve staff conflicts and/or recognize when a conflict must be referred to a higher level.
<input type="checkbox"/>	Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.
<input type="checkbox"/>	Coordinate with Planning Section Chief plans for demobilization.
<input type="checkbox"/>	Repackage unused supplies. Oversee the return of supplies to appropriate authority or organization.

<input type="checkbox"/>	Ensure safe disposal of medical and bio-hazard waste.
<input type="checkbox"/>	Assist with restoring facility to pre-event conditions.
<input type="checkbox"/>	When relieved, hand in all documents, including Job Action Sheet with feedback, to the person you reported to.
<input type="checkbox"/>	Participate in scheduled debriefing at shift change or closing of facility.
<input type="checkbox"/>	Return identification including vest, ID badge, etc.
<input type="checkbox"/>	Sign in equipment.
<input type="checkbox"/>	Pick up exit materials, as appropriate.

Form Updates

Update #	Date	Description of Change(s)
1	05/14/2019	Document created.

Medical Director Job Action Sheet

Mission

The Medical Director is responsible for overall management of Medical Emergency operations with support from the Operations, Logistics, and Planning Sections of the command and General Staff.

Job Description

The Director will report to Emergency Medical his/her location and identify immediate resource needs. Responsible for orienting staff to their clinical roles.

Reporting Information

Name	
Title	
Cell Phone	
Email	
Other	

Required Job Actions

<input type="checkbox"/>	Read this entire Job Action Sheet and review the organizational chart.
<input type="checkbox"/>	Put on position identifying vest.
<input type="checkbox"/>	Obtain briefing from Commander.
<input type="checkbox"/>	Establish a Communications Center if needed.
<input type="checkbox"/>	Establish a pool of runners and ensure distribution of two-way radios to pre-designated areas if needed.
<input type="checkbox"/>	Refer all media inquiries to the Public Information Officer.
<input type="checkbox"/>	Use pre-established message forms to document all communication.
<input type="checkbox"/>	Receive and hold all documentation related to internal facility communications.
<input type="checkbox"/>	Monitor and document all communications sent and received from Site.
<input type="checkbox"/>	Obtain aides as necessary from Labor Pool if needed.
<input type="checkbox"/>	Receive briefings from shift supervisors when applicable.
<input type="checkbox"/>	Attend assessment meeting with EOC.
<input type="checkbox"/>	Oversee training and oversee and orientation of staff.
<input type="checkbox"/>	Oversee the set up clinical unit work station.
<input type="checkbox"/>	Resolve staff conflicts and/or recognize when a conflict must be referred to a higher level.
<input type="checkbox"/>	Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.
<input type="checkbox"/>	Assess Clinical Unit performance and make changes as necessary.
<input type="checkbox"/>	Coordinate with Planning Section Chief plans for demobilization.
<input type="checkbox"/>	Assist with restoring facility to pre-event conditions.
<input type="checkbox"/>	When relieved, hand in all documents, including Job Action Sheet with feedback, to the person you reported to.
<input type="checkbox"/>	Participate in scheduled debriefing at shift change or closing of facility.
<input type="checkbox"/>	Return identification including vest, ID badge, etc.

<input type="checkbox"/>	Sign in equipment.	
<input type="checkbox"/>	Pick up exit materials, as appropriate.	
Form Updates		
Update #	Date	Description of Change(s)
1	05/14/2019	Document created.

Medical Staffing Coordinator Job Action Sheet

Mission

Assemble and inventory available staff and volunteers at a central point.

Job Description

Receive requests and assign available staff as needed. Maintain adequate numbers of both medical and non-medical personnel.

Reporting Information

Name	
Title	
Cell Phone	
Email	
Other	

Required Job Actions

<input type="checkbox"/>	Read this entire Job Action Sheet and review the organizational chart.
<input type="checkbox"/>	Put on position identifying vest.
<input type="checkbox"/>	Obtain briefing from Commander.
<input type="checkbox"/>	Establish labor pool area and communicate operational status to medical director or shift supervisor.
<input type="checkbox"/>	Establish a pool of runners and ensure distribution of two-way radios to pre-designated areas if needed.
<input type="checkbox"/>	Work with medical director to determine hours of operation and staff needs. Develop plan for ongoing staffing as needed.
<input type="checkbox"/>	Inventory the number and classify staff presently available by skill set.
<input type="checkbox"/>	Receive and hold all documentation related to internal facility communications.
<input type="checkbox"/>	Monitor and document all communications sent and received from Site.
<input type="checkbox"/>	Obtain aides as necessary from Labor Pool if needed.
<input type="checkbox"/>	Establish a registration and a credentialing desk for volunteers. Assign staff with identification vest.
<input type="checkbox"/>	Attend assessment meeting with EOC. Maintain logs of all assignments.
<input type="checkbox"/>	Oversee training and oversee and orientation of staff. Ensure shift overlap at shift changes.
<input type="checkbox"/>	Oversee the set up clinical unit work station.
<input type="checkbox"/>	Resolve staff conflicts and/or recognize when a conflict must be referred to a higher level.
<input type="checkbox"/>	Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.
<input type="checkbox"/>	Coordinate with Logistics Officer plans for demobilization.
<input type="checkbox"/>	Return registration computer equipment to Logistics lead.
<input type="checkbox"/>	Ensure safe disposal of medical and bio-hazard waste.
<input type="checkbox"/>	Assist with restoring facility to pre-event conditions.

<input type="checkbox"/>	When relieved, hand in all documents, including Job Action Sheet with feedback, to the person you reported to.	
<input type="checkbox"/>	Participate in scheduled debriefing at shift change or closing of facility.	
<input type="checkbox"/>	Return identification including vest, ID badge, etc.	
<input type="checkbox"/>	Sign in equipment.	
<input type="checkbox"/>	Pick up exit materials, as appropriate.	
Form Updates		
Update #	Date	Description of Change(s)
1	05/14/2019	Document created.

Medical Triage Screener Job Action Sheet

Mission

To assess clients with complex medical conditions with risk of disease or infections. To ensure the shelter residents basic health needs and applicable public health standards are met.

Job Description

Meet the anticipated needs of all shelter residents including infants, elderly, and people with functional needs. Ensure that health/medical records are properly documented and securely maintained.

Reporting Information

Name	
Title	
Cell Phone	
Email	
Other	

Required Job Actions

<input type="checkbox"/>	Read this entire Job Action Sheet and review the organizational chart.
<input type="checkbox"/>	Put on position identifying vest.
<input type="checkbox"/>	Obtain briefing from Clinical Supervisor.
<input type="checkbox"/>	Review clinic layout, flow, and other personnel.
<input type="checkbox"/>	Establish a pool of runners and ensure distribution of two-way radios to pre-designated areas if needed.
<input type="checkbox"/>	Maintain medical logs for each client. Sign in and date client's forms. Observe all HIPAA law requirements.
<input type="checkbox"/>	Identify any additional supply needs and report them to supervisor.
<input type="checkbox"/>	Receive and hold all documentation related to internal facility communications.
<input type="checkbox"/>	Monitor and document all communications sent and received from site.
<input type="checkbox"/>	Review any medical standing orders. Never go out of your scope of work.
<input type="checkbox"/>	Dispose of any medical waste properly.
<input type="checkbox"/>	Review screening forms.
<input type="checkbox"/>	Interview clients and review medical records and issues. Make a recommendation(s) for treatment. Clarify and confirm client's decision regarding treatment.
<input type="checkbox"/>	Ensure the client has signed necessary consent forms. Direct clients to area depending on outcome of diagnosis.
<input type="checkbox"/>	Resolve staff conflicts and/or recognize when a conflict must be referred to a higher level.
<input type="checkbox"/>	Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.
<input type="checkbox"/>	Coordinate with Logistics Officer plans for demobilization.
<input type="checkbox"/>	Assist with restoring facility to pre-event conditions.
<input type="checkbox"/>	When relieved, hand in all documents, including Job Action Sheet with feedback, to the person you reported to.

<input type="checkbox"/>	Participate in scheduled debriefing at shift change or closing of facility.
<input type="checkbox"/>	Return identification including vest, ID badge, etc.
<input type="checkbox"/>	Sign in equipment.
<input type="checkbox"/>	Pick up exit materials, as appropriate.

Form Updates

Update #	Date	Description of Change(s)
1	05/14/2019	Document created.

Medical Behavioral Health Job Action Sheet

Mission

To serve as brief counseling resource, provide assessment and crisis intervention, and refer clients to existing community resources as appropriate. To ensure the shelter residents basic health needs and applicable public health standards are met.

Job Description

Meet the anticipated needs of all shelter residents including infants, elderly, and people with functional needs. Ensure that health/medical records are properly documented and securely maintained.

Name	
Title	
Cell Phone	
Email	
Other	

Required Job Actions

<input type="checkbox"/>	Read this entire Job Action Sheet and review the organizational chart.
<input type="checkbox"/>	Put on position identifying vest.
<input type="checkbox"/>	Obtain briefing from Clinical Supervisor.
<input type="checkbox"/>	Review clinic layout flow, and other personnel.
<input type="checkbox"/>	Establish a pool of runners and ensure distribution of two-way radios to pre-designated areas if needed.
<input type="checkbox"/>	Maintain medical logs for each client. Sign in and date client's forms. Observe all HIPAA law requirements.
<input type="checkbox"/>	Identify any additional supply needs and report them to supervisor.
<input type="checkbox"/>	Receive and hold all documentation related to internal facility communications.
<input type="checkbox"/>	Monitor and document all communications sent and received from Site.
<input type="checkbox"/>	Review any medical standing orders. Never go out of your scope of work.
<input type="checkbox"/>	Coordinate with local mental health agencies to coordinate support services.
<input type="checkbox"/>	Review screening forms.
<input type="checkbox"/>	Interview clients and review medical records and issues. Make a recommendation(s) for treatment. Clarify and confirm client's decision regarding treatment.
<input type="checkbox"/>	Ensure the client has signed necessary consent forms. Direct clients to area depending on outcome of diagnosis.
<input type="checkbox"/>	Resolve staff conflicts and/or recognize when a conflict must be referred to a higher level.
<input type="checkbox"/>	Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.
<input type="checkbox"/>	Coordinate with Logistics Officer plans for demobilization.
<input type="checkbox"/>	Assist with restoring facility to pre-event conditions.

<input type="checkbox"/>	When relieved, hand in all documents, including Job Action Sheet with feedback, to the person you reported to.
<input type="checkbox"/>	Participate in scheduled debriefing at shift change or closing of facility.
<input type="checkbox"/>	Return identification including vest, ID badge, etc.
<input type="checkbox"/>	Sign in equipment.
<input type="checkbox"/>	Pick up exit materials, as appropriate.

Form Updates

Update #	Date	Description of Change(s)
1	05/14/2019	Document created.

Disability Protocol

Job Action Sheet

MISSION

To provide care to for people with disability needs to ensure their daily needs are met.

Facts Worker Will Need to Know About People with Disabilities

1	People with visual disabilities may need printed information in braille or large print. Volunteers may be assigned to help as guides or readers. Sleeping space may need to be located along a wall or corner to make it easier to find.
2	People who are deaf use sign language as the primary means of communication. People who are hard hearing have functional speech and communicate through speech. Volunteers can provide basic communication needs by writing instructions. Keep language simple and draw as necessary. If possible, recruit an interpreter to the team.
3	People with mobility disabilities who use a wheelchair, scooter, walker, or cane each function at varying levels of independence and therefore have different needs for assistance.
4	People with developmental or cognitive disabilities may have difficulty learning, remembering, or reasoning. They may have trouble processing information unless it is presented simply and slowly.

Supplies That May be Required for People with Disabilities

<input type="checkbox"/>	Large handle eating utensils
<input type="checkbox"/>	Two handle drinking mugs
<input type="checkbox"/>	Flexible straws
<input type="checkbox"/>	Disposable Briefs
<input type="checkbox"/>	Transfer board
<input type="checkbox"/>	Non-perfume soap and detergents
<input type="checkbox"/>	Barrier mask or fabric facial mask
<input type="checkbox"/>	Shower chair
<input type="checkbox"/>	Toilet lifter or portable accessible commode
<input type="checkbox"/>	Refrigeration for some medications
<input type="checkbox"/>	Equipment for charging wheelchair batteries
<input type="checkbox"/>	Mobility items (various types of canes, walker, crutches, manual wheel chairs, etc.)
<input type="checkbox"/>	Portable ramps
<input type="checkbox"/>	Egg crate foam mattress or foam pads

Notes and Questions

<input type="checkbox"/>	If possible, have some cots should be available that or high enough for mobility impaired people to use safely.
<input type="checkbox"/>	Once telephones are operational, or a communication center is set up, deaf individuals require a telephone that transmit typed text (TTY or TDD).
<input type="checkbox"/>	Persons who have loss of function in lower body or paralysis of both arms and legs may experience circulation problems and require a softer sleeping surface than cots provided. An inexpensive air mattress can lessen this discomfort.

Form Updates

Update #	Date	Description of Change(s)
1	05/14/2019	Document created.